Professional Development Committee
Minutes from September 15, 2010

Members in attendance: **Absent:**	Jennifer Frobish, Teri Farr, Linda Ellerman, Amelia Noel-Elkins, Kathy Schmidt, Raz Steward, Kerri Fuller, Lindsay Soliman, Lisa Fant Lawless, Mark Vegter, Susan Woollen
Fall Advisor Day 2010	Good feedback all around. Amelia will have one of her civil service folks compile evaluation data. Our initial thoughts were that we still need to work out the timing. If we tell presenters they have x minutes, we need to work to make that happen. We also need to make sure we are truly focusing on information/training only. Amelia will also take care of having our professional development funding survey compiled into a report. Jennifer sent thank yous out to President Bowman, Jess Ray, Jon, Career Center staff, Barb Dallinger, Jan Paterson, John Davenport, Abby Reel, Ryan Gray, Nikki Brauer, Health Sciences, Communications, College of Business, and Melissa Moody.
Training Committee	Rough draft of the OASIS document was shared with the OASIS folks. Committee will review the feedback they have received from them and will have a final document in place by October 12. The Committee has developed the table of contents for the training manual. They will solicit feedback during our October 12 session.
Tech Session	October 12 from 9-11am in SCH 235. CTLT was iffy on whether or not we could use their online registration system so Jennifer will continue to use google docs and determine how to avoid the message going into spam folders. We will have Cathy McKay present her online appointment system. Abby Reel is going to do a slower demonstration of mail merge and will provide great handouts. We might also have her highlight her blog. Alex will be on hand to do WIKI training and to demonstrate how to update. We will ask participants to bring a thumb drive with stuff they'd like uploaded. Training committee will show their OASIS training document. Jennifer is asking CTLT if we can have a demonstration of the new Blackboard.
November Session	November 18th from 1-2:30pm in CTLT We will be doing the NACADA Webinar on "Tips and Tools for Advising as a Teaching and Learning Process." Jennifer has not heard from Patrick as to funding of the session. If CTLT cannot support it, Amelia offered funding from University College.

Spring Advisor Day 2011	We narrowed our focus for SAD. We are considering February 1 or 2 for our date. Jennifer will speak with the Alumni Center to determine which works best. Our theme is Retention and Persistence to Graduation. The following topics have been identified: • Syllabus. Exploring learning outcomes, how to use it, etc. • Four Year Plans of Study. Explore MN system. • How to graduate a student in 4 years. • What keeps a student here and makes them successful. Have time with Study Abroad and programs like Alternative Spring Break, etc.
March Session	Working with Special Populations. We will ask Julie Paska to talk about athletes and the basics that advisors need to know. Vince Cunningham can address the unique concerns and issues of TRIO students and help us identify them in the Mainframe. Becky Mentzer could address Honors Program students, especially Presidential Scholars. We would like to have Disability Concerns address our obligations as advisors in working with students who have been identified as students with special needs. We would like to include Veterans and ROTC too.
April Session	NOTHING! ☺ We are throwing our full support behind the NACADA Regional.
May Session	Conflict Management and Crisis Management. We intend to have Jan Paterson and John Davenport address the Dean on Duty and Dean of Students efforts. We'd like the Police Department and Risk Management folks to talk about emergency plans and how to create one. We intend to bring in Counseling to talk about diffusing hot situations. We'd like SBIT in attendance too.
June Session	On June 13, we will be having a half-day workshop on Career Advising. Mike Minton will join us on October 13 to talk about how this workshop can be structured. Mary Jo gave us the ok on this date. Teri is leading the charge on this . . .

Upcoming Dates				
	October 12th	9-11am	CTLT	Tech Time
	November 18th	1-2:30pm	CTLT	Advising as Teaching Webinar
	December 2nd	9-11am	CTLT	**LIBRARY DEDICATION!** Common Reading: NACADA article
	December 16th	9-11am	Visor Center	Visor Center Field Trip and Town Hall Meeting
	January	TBD	Alumni Center	Spring Advisor Day

Future Meeting Times	September 29th from 9-10am in Fell 446 October 13th from 9-10am in Fell 446 October 27th from 9-10am in Fell 446 November 10th from 9-10am in Fell 446 December 8th from 9-10am in Fell 446 December 22nd from 9-10am in Fell 446