Enhancing Advising
Meeting Minutes

March 10, 2015
Present: Jen Hayes,
Next meeting: Tuesday, April 14, 10:30am to 12:00pm
Union Room 250

Meeting Minutes from February 20th were approved and agenda was approved with no additions

I. EA Committee Updates

- Academic Recovery Module: Kate
  - group is working on the final touches on all modules
  - presenting to ACN on Tuesday (3/17)
  - will discuss rubrics and communication/timelines to students
  - roll out for pilot group after Spring grades are posted

- Advising Professional Development Summer Series: Jen & Angie
  - hoping for 6 workshops over May-August (2 hr workshops)
  - call for proposals until March 31
  - calendar/registration ready for May 1

- Core Competencies Work Group: Brian & Pam - (need handout from Brian?)
  - looked at NACADA, best practices, research, etc. developed 6 core competencies
    1. core values
    2. conceptual
    3. informational
    4. relational
    5. technological
    6. personal
  - open to feedback from the group - descriptions, sharing with ACN, documentation, examples, etc.
  - further discussions - implementation/roll out and incorporating into our departments and across campus; professional development/training sessions; new staff faculty orientations; impact on position descriptions/evaluations

**In addition to the above updates for Tuesday’s ACN mtg. - suggestion to collect volunteers for work groups:
- Brian for Core Competencies
- Tina for Tech
- Michelle for Student Experience
- Jen for Pro Dev

- Advising Technology Work Group: Tina
  - meeting next week

**Discussion of streamlining student emails
- Sounds like most S/C organize weekly newsletters, or the like, to minimize clutter in students’ inbox and maybe student affairs offices can do something similar?
- Further discussion in working groups (technology and student experience)

- Consistency of Student Experience Work Group: Michelle not able to attend, so Dorrie reported
  - starting with common appeals form
o directors of advising working on as a starting point, looking to Laura Stark for some
guidance on this b/c she's been a part of this from the start (while ACN co-chair)

**Exciting News!**
- Jen & Rebecca's large group pro dev grant for cross cultural facilitator training/workshop
  accepted, matched with Warren's help (Inclusive Excellence will match funds)
- looking to arrange 2.5 day workshop this summer (funded for 50 participants)

II. Discussion/Business

- **A2S Follow-up Discussion**
  - Undergrad Advising Work Group formed, will be meeting weekly (Phyllis, Gisele & Kay
    facilitating with reps from across campus in academic affairs & student affairs)
  - Retention Steering Group asked for reports from A2S facilitators/note-takers, didn't get
    through all sessions during last week's meeting

III. Next EA Committee Meeting

- Gardner Institute Summary/Discussion with Aggie Northrup & Chad Zhart
- Spring Meeting Schedule: all meetings will be in Union Room 250 from 10:30am to 12:00pm:
  - Tuesday, April 14th
  - Tuesday, May 12th

- Meeting adjourned

*Minutes submitted by Angie Sadowsky.*