



# University Advising Committee

## Minutes

Date 04/28/2015 Start Time 2:30 PM Adjournment Time 3:45 PM Location SSC Conf Rm  
 Type of Meeting  Regular  Special

<b>CHAIR</b>	Barbara Michaelides
<b>SECRETARY</b>	Rotating/B.Michaelides
<b>ATTENDEES</b>	J. McDaniel, M. Lovett, M. McEacharn, M. Camille, M. Adams, J. Fellows, J. Stockley, J. Dolecheck, P. Pate, B. Michaelides
<b>ABSENT (EXCUSED)</b>	D. Manry, A. Hill, G. Biglane, D. Sumner, J. Burgess, D. Luse

## Agenda

GENERAL ANNOUNCEMENTS		
Chair requested updated copies of minutes from those who had taken them previously, and an updated copy of the goals/objectives.		
DISCUSSION TOPICS		
<p>1. Chair confirmed that goal of spring 2015 advisor training for staff and faculty advisors was accomplished. Discussion of possible University Week training followed, with a decision by the committee members to create training for that purpose. The committee decided on the type of training desired and agreed that those on campus during the summer could meet, develop and implement based on the concensus.</p> <p>2. Dr. Camille reported on the "forms" subcommittee and stated that they anticipate being able to create universal advising forms for use by all colleges. (Ex: Substitution form)</p> <p>3. Dr. Lovett reported that the Appreciative Advising Subcommittee viewed the DVD and concluded that it has valuable information for all advisors. They suggested that its use be to inform and educate committee members, who in turn would create interactive presentations on Appreciative Advising. They recommend its use for new advisors and continuing.</p> <p>4. There was discussion on the usage of links on advising home page. The committee concluded that care should be taken not to have too much duplication of information, only that that pertains to advising.</p> <p>5. The committee agreed that the assessment and awards component of the plan must wait until the plan is complete.</p> <p>6. The Chair reported that she had spoken with R. Glaze about the creation of a beta version of the advising home page. He received the document with the topics for the plan and is working on a "shell."</p> <p>7. The Chair then discussed the committee's final report with the members. Agreement was reached on its components.</p> <p>8. PREP was brought up as "other business." The Chair will meet with the Associate Deans at the end of May in preparation for PREP. Also discussed was the need for a link or listing of "minors" and their requirements on the advising home page.</p>		
CONCLUSIONS		
<p>Conclusions reached by the committee are as follows.</p> <p>1. Spring 2015 accomplishments: Goals and objectives of holistic advising plan; designation of advising plan components; communication of plan through an advising home page; spring 2015 advisor training for all faculty and staff advisors; review of forms; review of appreciative advising.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<p>The committee outlined action items and a timeline as follows.</p> <ol style="list-style-type: none"> <li>1. By May 1, 1015 - Collection of materials for final report</li> <li>2. May 2015 - preparation for PREP advising</li> <li>3. May - July 2015 - preparation of materials for university week presentation(s)</li> <li>4. May - July 2015 - work with R. Glaze on development of advising home page</li> </ol> <p>For work during the Fall 2015 semester, the committee determined the following.</p> <ol style="list-style-type: none"> <li>1. Continue work on universal forms</li> <li>2. Discussion and implementation of links</li> <li>3. Further discussion and implementation of plan components</li> <li>4. Development and implementation of assessment</li> <li>5. Discussion of possible awards program</li> <li>6. Continued support of campus advising community during advising period</li> </ol>	Chair	