



# University Advising Committee

## Minutes

Date 03/12/2015 Start Time 3:00 PM Adjournment Time 4:00 PM Location SSC Conference  
 Type of Meeting  Regular  Special

<b>CHAIR</b>	Barbara Michaelides
<b>SECRETARY</b>	Rotating, Lovett
<b>ATTENDEES</b>	Barbara Michaelides, Patti Pate, Janelle McDaniel, Donna Luse, Jessica Dolecheck, Judy Fellows, Michael Camille, Mary Adams
<b>ABSENT (EXCUSED)</b>	Juliet Burgess, Gina Biglane, Anna Hill, David Manry, Dan Sumner, Michelle McEacharn, Josh Stockley

## Agenda

GENERAL ANNOUNCEMENTS		
<p>Did not meet on 2/26 due to inclement weather/school closed.            Minutes reviewed from 2/12 and approved with recommended changes.</p>		
DISCUSSION TOPICS		
<p>1. Subcommittee Reports</p> <ul style="list-style-type: none"> <li>a. Training - associate deans discussed college trainings held/to be held; reported positive discussions/results               <ul style="list-style-type: none"> <li>Dr. Camille - held 1-hour overview with faculty/staff offered at 3 times with Q &amp; A at the end</li> <li>Dr. Fellows - held 3 sessions with Q &amp; A; groups felt they did enhanced/appreciative advising</li> <li>Dr. Luse - had each school hold its own training - not all had met yet</li> </ul> </li> <li>Group discussed possible training during university week and asked for ideas for making it meaningful and differentiated to varied faculty/staff needs; various ideas were discussed including round table sessions and a working reception</li> <li>b. Resource Packet - Patti and Barbara reported that they were sent to associate deans and distributed from there to the faculty/staff; it is also linked to an email to all employees; the committee went over contents and needed changes were discussed</li> <li>c. Plan Contents - Barbara handed out a table with the plan members were asked to look at topics on handout and choose areas to work on/edit so recommendations can be made</li> </ul> <p>2. Appreciate Advising DVD - created a subcommittee to view and report back to committee (Mary, Patti, and Myra)</p> <p>3. Plan Moving Forward/Next Steps</p> <ul style="list-style-type: none"> <li>i. What should training be in the future? No final decisions made; Will continue to be an ongoing discussion in coming meetings</li> <li>ii. Plan breakdown - subcommittees? Mary Adams will lead Advising Process subcommittee with Myra, Patti, and Janelle participating; Donna Luse will lead Quality of Advising subcommittee with Janelle and Gina participating; Michael Camille, Judy Fellows, and Michelle McEachern will be on the Forms subcommittee.</li> <li>iii. DVD - view and assess subcommittee - Mary Adam's subcommittee will do this.</li> <li>iv. Timeline - Each subcommittee will arrange for their own meetings and plan to report back at the next meeting.</li> </ul>		
CONCLUSIONS		
<p>Subcommittees were formed to analyze the plan and DVD.            No final decisions were made regarding future training sessions.            It was agreed that the committee did not want to meet during advising, so the next meeting will be set for the Week of April 16 after Spring Break.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Each subcommittee will meet between now and next meeting.	Subcommittee Leaders	