**Friday, October 29, 2010**  
Gold room of the Memorial Union

Present were: Roger Bertelsen, Phil Caffrey, Melody Carroll, Deb DeWall, Char Hulsebus, Brenda Kutz, Stephanie Larson, Barbara Mack, Sarah Merrill, Allison Reich, Ali Soltanshahi, Pat Walsh, Chris Wise, Karen Zunkel

**September Meeting Minutes**

Minutes were approved for the September 21 meeting

**On-going Projects**

**Reclassification of Adviser 1-4 position descriptions** - Committee members discussed the informational meeting on October 13 provided by HR, the current state of the project, and the need for College reps to emphasize to colleagues the need to meet HR’s October 22 submission deadline. Committee members will follow up with HR next week to get an update.

**Adviser Survey** - The survey is ready to go out on November 8 and will be available for two weeks. Sub-committee members will look at the data and summarize/report in spring 2011.

**Sub-Committee Work Group Reports/Updates**

**Awards and Achievements** - Phil reported that 11 people will be recognized in the Memorial Union. Photos will be on display in the hallway north of the food court Nov 15-26. Char is putting a web page together to feature the award recipients; Barbara will get a blurb on each to include; and an announcement will be sent out to the adviser news list serve.

**Professional Development and New Advisor Training** - Brenda reported that 55 people attended the HR workshop on Adviser 1-4 PD update project, October 13. The next Advisers Exchange is scheduled for November 11 and will be a presentation from Admissions. There is no additional information on the Student Success Summit scheduled for spring 2011. The IowAAN Webinar on transfer student issues will be October 21, 3-4:30 in 101 Carver. Registration is available in ACCESS PLUS.

**Student Assessment of Advising/Course Climate Survey** - a newly formed subcommittee will begin work to determine how to have students complete an on-line survey of advising in the same format as the on-line class climate survey. Currently there is no consistency across campus with how student assessment of advising is conducted. The course climate survey is scheduled to be piloted next fall.

**New and Announcements**

- List serve use - Char explained the difference between the 3 list serves now available. “advisernews@” replaced the printed advisers newsletter and is intended to facilitate interaction among advisers across campus. “advisers@” is a more public list and
frequently gets questions from the public, prospective students, etc. Char and Karen usually respond to these inquiries. UAAC@ is only for communication among the present UAAC committee members. There is no distribution list for the 64 advisers in Adviser 1-4 positions across campus, but could be generated from information from HR.

- Char reported that catalog information will now be under the Registrar’s homepage.

- Melody reported that the CALS Dean will cover the cost for two people to attend the regional NACADA Conference next May. College reps are encouraged to inquire within their College about obtaining support for advisers to attend.

- Stephanie reported Ann Coppernoll (COB) attended the national NACADA Conference and presented a session: “So You Want to Be A Business Major? Effective Approaches in Working with Students Who May Not be on the Path to Success in Obtaining a Business Degree”. She will be asked to contribute information from the conference and her presentation to include on the advising website.

- Phil reported that the Open Option Advisory Committee is working on gathering information about all of the supports and courses available to open option students. This is the largest group of prospective students and efforts are being made to better recruit and retain these students.

- Karen reported that the Early Credit Task Force is gathering data this year on the services provided and the issues for entering first year students with college credit. 60% of students bring in college credit that was completed in high school. The average number of credits is 14.5.

- Sarah reported that the first 60 pages of the ISU catalog will move to the blue pages for summer orientation. Feedback will be needed after next June regarding the implications for students/family members not having a hard copy of the catalog to use at orientation.
Ali reported the ISSO is moving from paper based to an electronic system for completion of forms used by international students. They are currently working with ITS to complete the process. He is willing to give a demonstration of the new system for a future Advisers Exchange. Anyone is welcome to also submit pertinent announcements to him for inclusion in the ISSO newsletter. He reported that international student enrollment is up but it’s not clear if that is true for retention. Revenue to the University from the international student population is huge so it is a concern if students are using ISU as a means to get into other US institutions.

Sub-committee Sign-up

**Adviser Survey:** Melody Carroll, Allison Reich, Chris Wise

**Prof Dev and New Adviser Training:** Brenda Kutz, Lynn Sandeman, Jill Kramer, Autumn Cartagena, Denise Hix

**Student Assessment of Advising/Course Climate Survey:** Roger Bertelsen, Deb DeWall

**Awards & Achievements:** Phil Caffrey, Char Hulsebus

Next meeting is November 16, 9-9:30, Gold Room, MU