December 15, 2008

Attending: Tom Brumm, Phil Caffrey, Cindy Frederickson, Mary Jo Gonzales, Mary Goodwin, Jim Holtz, Char Hulsebus, Brenda Kutz, Virginia McCallum, Deb Noll, Allison Reich, Diane Rupp, Pat Walsh, Denise Williams, Karen Zunkel. Guest: Jane Jacobson.

1) Minutes of Nov. 17 meeting were approved as written.

2) Advising Responsibilities Rubric, Adviser 1-4 Job Descriptions, and Professional Development Ladder – Jane Jacobson described the development of the rubric and subsequent draft of Adviser 1-4 position descriptions from this rubric. Several changes were discussed. It was moved that a revised version is to be emailed to UAAC members for review and approval (if in agreement) by no later than Jan. 19th. The document will then be forwarded to ISU HR with the endorsement of UAAC. Suggest that NACADA recommendations for “adviser load” be provided when the final document is given to HR. There needs to be an ongoing effort by UAAC to monitor advising loads and also compare adviser load to student satisfaction (NSSE). Also presented was a draft of a “professional development ladder” (within a job classification level) which encourages and rewards P & S advisers who go beyond the scope of their PIQs. This was discussed and will also be presented to HR for consideration.

3) NACADA Webinars for Spring 2009 – Should we purchase? Live online broadcasts cost the same as DVDs – better to purchase DVDs and offer numerous times to numerous groups. Therefore, three DVDs will be purchased (by the following groups):

- Feb. 4 “Success With Parent Education: Dialoguing with New Students and Their Parents at the Collegiate Level” (Phil Caffrey will contact Admissions -Liz Kurt).
- Feb. 27 “DIFS Makes the Difference in Student Motivation: Both Skill and Will are Needed for Student Success” (Karen Zunkel will request from Provost Office)
- Mar. 26 “Making the Grade: What Advisors and Administrators Need to Know To Better Assist Students With Disabilities” (Mary Jo Gonzales will request from DSO).

4) First Friday Adviser Exchange – e-mail Brenda Kutz with possible topics for Spring.

5) Prof Development/Adviser Training (Frederickson) – subcommittee has met several times to discuss new adviser training ideas. Ideas include:

- Possible purchase of adviser training resources (books, DVDs) by CELT to add to CELT library
- Edit “Academic Adviser” section of ISU homepage -- add training and professional development information
- Sponsor Adviser Summits in late spring semester and in Sept. Summits would include new adviser sessions as well as professional development topics for all advisers.
- Mentoring Pairs with new adviser and experienced adviser.
- Web CT training modules (possible summer project)
6) **Academic Adviser section of ISU web pages** (Hulsebus) – the current contents found on these pages were reviewed and possible changes were briefly discussed. The Prof Development/Adviser Training subcommittee (and Virginia McCallum) will review and make suggested changes in content and format.

7) College UAAC reps turned in the name of a college “point person” that is willing to work with the VA Clerk and DSO when a student veteran is enrolling/re-enrolling at ISU. This will be forwarded to Rebecca Foster and Laura Lascio.

Meeting adjourned – tour of Ag Students Services area provided.

**NEXT Meeting:** January 26, 2008

8:30 to 10:00 a.m.

2220P Hoover (hosted by Engineering)