January 26, 2009

Attending: Tom Brumm, Phil Caffrey, Kurt Earnest, Lynn Lundy Evans, Cindy Frederickson, Mary Goodwin, Jill Kramer, Brenda Kutz, Virginia McCallum, Deb Noll, Allison Reich, Connie Ringlee, Pat Walsh, Denise Williams

1) Minutes of Dec. 15, 2008 meeting were approved as written.

2) Adviser 1-4 Job Descriptions draft – this document was unanimously approved and will be forwarded to ISU HR and appropriate administrators with the endorsement of UAAC.

3) Advising Assessment Subcommittee - Brumm reported that this group has met and will report at the next UAAC meeting (A. Reich, C. Ringlee, M. Gonzales and Brumm).

4) Professional Development/New Adviser Training Subcommittee - Frederickson reported the following subcommittee activities/projects are underway (J. Kramer, P. Walsh, B. Kutz, L. Sandeman, S. Yager, A. Cartegena, L. Sharp):

a) Several Prof Dev/Adv Training resources have been purchased and will be available soon:
   “Thriving As A New Academic Adviser” (books/monograph package purchased by CELT)
   “Scenes for Learning and Reflection: An Academic Advising Professional Development DVD" (purchased by CELT).
   “DIFS Makes the Difference in Student Motivation: Both Skill and Will are Needed for Student Success” (purchased by the Provost’s Office).

   Resources are available for 2-week checkout from the CELT library. College Reps -- inform College personnel and promote use of these resources by advising groups within your college. Check the following website for a full list of CELT adviser resources: www.celt.iastate.edu/teaching/library.html

b) Advising Summits planned for Spring and Fall 2009:
   Spring Summit: will feature “Success With Parent Education: Dialoging with New Students and Their Parents at the Collegiate Level” (NACADA DVD purchased by Admissions/Liz Kurt). Date of Summit to be set soon.
   Fall Summit: will feature “Making the Grade: What Advisors and Administrators Need to Know to Better Assist Students with Disabilities” (NACADA DVD purchased by DSO/Mary Jo Gonzales). Date of Summit to be set soon.

c) Academic Adviser info on ISU webpages -- information will be added soon on Professional Development and New Adviser Training. Please promote among colleagues.

d) Mentoring Program is being organized for “new” advisers (3 years or less) to be paired with one or more senior advisers. College reps -- turn in names of senior faculty and staff advisers to Cindy F by next Monday (Feb. 2). Senior advisers will be invited to an information meeting to
discuss the goals and process of mentoring -- mentoring opportunities for new advisers will begin fall semester.

5) **Fall 2008 Adviser Assignments By College** (Frederickson) -- a summary of Fall 2008 adviser assignments and student advising loads was reported from information provided by Office of the Registrar (10-day counts). Number of advisers, advising loads, adviser groups (number of advisers with 1-24, 25-49 and 50+ students) were compared by College. It is suggested that UAAC obtain this data each spring semester and summarize it for general information purposes. Consider adding the following data next time: comparison of Regents/Peer 11 institution advising numbers; report the number of advisers with 200+ advisees; report adviser groups by faculty and staff.

6) **Announcements and Other Business**
* Deb Noll: Iowa Academic Advisers Network is being established to improve networking and information-sharing among Iowa advisers. This group will advertise through Iowa NACADA members soon and hopes to be officially recognized by March 2010.
* Advising Awards (Academic Advising Impact and Early Achievement Awards) nominations are due in February. Information is available on Provost Office website.
* Adviser Roles & Responsibilities (handout prepared by Deb Noll for International students) can be modified for use by other groups - this material will be sent out for use (New Student Orientation, Admissions, etc.).
* Benda Kutz: Friday Adviser Exchange are planned for Feb. 6 with Barb Blakely (ISU Comm) and March 6 Laura Doering (Transit).
* Future agenda items: IEOP and Optional Practical Training regs (V. McCallum); enforcement of prerequisites and transfer credit evaluation from Study Abroad coursework (T. Brumm).

**NEXT Meeting:**
February 16
8:30 to 10:00 a.m.
2200 Gerdin Bldg (hosted by Business)