October 22, 2007

Attendance: Richard Barajas, Tom Brumm (co-chair), Mary Jo Gonzales, Char Hulsebus, Jane Jacobson (co-chair), Jill Kramer, Brenda Kutz, Virginia McCallum, Deb Noll, Megan Parker, Connie Ringlee, Debra Sanborn, Kate Shafer, Karen Zunkel

The meeting began at 8:35a in 0331 Palmer.

**New File Transmittal Form.** Char Hulsebus presented a “new and improved” file transmittal form used when a student changes colleges, or, in some colleges, when a student changes majors within a college. Suggestions were made for improvement. The form will go into use yet this semester. It was noted that when students with a minor switch colleges, they must still fill out a new minor form.

**Webinars.** Response to the NACADA webinars sponsored by the committee has been positive. Attendees include people outside of the “normal” advising circles. Access Plus seems to be a good vehicle for signing up for the webinars. Some attendees would like to know some sources of information to follow up on the webinar topics. Jane Jacobson will send a follow-up email through adviser news as to where such information can be found. Some would like more of an opportunity for discussion after the webinars.

**Future webinars are planned.** The next webinar will be on “Student Mental Health Issues,” November 6 in 1227 Hoover. The committee, through funding by the Provost’s office, the Office of Admissions, the Registrar, and other campus entities, is presenting 11 of the 12 available NACADA seminars this academic year. The last webinar will be in June on Athletics, although it’s not necessarily a good time for campus advisors.

**Outstanding Advisor Panel.** Based on previous success, the committee would like to sponsor another Outstanding Advisor Panel discussion. Panelists would be selected/available “outstanding advisors” as named by the various colleges. The event would likely be offered after the beginning of the year. Mary Jo Gonzales and the Academic Success Center will lead in making the arrangements.

**New Adviser Training.** The committee discussed the need for new adviser training, especially as it relates to authorization of international students for off-campus experiences. There are stringent federal procedures that must be followed and not all advisors are aware of the requirements.

**UAAC Initiatives.** (1) Assessment of advising. There is no systematic campus-wide assessment of advising. The goals of advising as stated in the 2007-2009 catalog are a starting point. A subcommittee was formed to develop a plan to address this issue: Tom Brumm (chair), Connie Ringlee, and Kate Shafer. (2) Standardizing advising job descriptions/responsibilities. There is a large degree of inconsistency in advising descriptions and responsibilities. A more uniform system of general benchmarks would clarify adviser roles and perhaps provide a path for adviser professional development. A subcommittee was formed to develop a plan to address this issue: Jane Jacobson (chair), Brenda Kutz and Deb Noll.
Kevin Saunders in the Provost’s Office is assisting the committee by more deeply analyzing the results of the recent advising survey. He is looking at data by college, and correlating results to retention and NSSE data.

**Advising by graduate students.** Committee members identified this as an issue that needs to be looked at more closely. Which departments use graduate advisors? Are the legal concerns with graduate students serving as advisors. The College representatives should send information on the use of graduate students as advisors within their college to Virginia McCallum who will coordinate gathering this information.

**NACADA Regional Conference.** The conference will be held at ISU on May 18-20, 2008. Planning is on track. The Call for Proposals will be issued soon. The organizers want other outside the “normal advising circles” to attend the sessions, so an effort will be made to recruit those people. Requests for volunteers to assist with the conference will also be issued. The Conference is an opportunity for ISU Colleges to promote themselves (e.g., coffee sponsored by LAS, etc.)

The meeting was adjourned at 9:50a. The next meeting is November, 26, 8.30a-10:00a in 302 Catt Hall.
Compiled by Tom Brumm

**Action Items:** College representatives should send to Virginia McCallum a summary for their college of the role of graduate students in adviser roles. Jane Jacobson will send out a directory of committee members and see that the committee’s website is updated. The two subcommittees (assessment and job description) should meet to begin their work.