



# University Advising Committee

## Minutes

Date 02/12/2015 Start Time 3:30 PM Adjournment Time 4:45 PM Location SSC conference  
 Type of Meeting  Regular  Special

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

## Agenda

GENERAL ANNOUNCEMENTS		
<p>Minutes from 1/29 meeting approved.            Michaelides announced that a training DVD for Appreciative Advising has been purchased and will be available for the committee.            Pate announced that the Advising Resource Packet is assembled for Spring,</p>		
DISCUSSION TOPICS		
<ol style="list-style-type: none"> <li>Goals and Objectives subcommittee headed by McEachern has met. A list of goals and objectives was presented on a separate document and discussed.</li> <li>Training Subcommittee headed by Camille met twice. Subcommittee decided to develop a training slide show before Spring Advising to present recent key changes and advising reminders. Desire expressed to keep the training brief.</li> <li>Resource Packet has not been updated with registration dates. Packet will be available as a link on the website. Departments or offices requiring printed versions of the Packet should request from their Dean's office. Committee expressed desire to choose a standard color to print. Yellow chosen.</li> <li>Delivery of Services subcommittee headed by Michaelides/Lovett met, They presented minutes and proposal. It was determined that this subcommittee's goal was to work on guidelines to build advising policy as well as an advising plan to move the university toward a global advising approach. The subcommittee will continue to work on a component list for best advising practices.</li> </ol>		
CONCLUSIONS		
<ol style="list-style-type: none"> <li>Goals and Objectives were approved as written, vote unanimous.</li> <li>The committee voted to support the Training subcommittee's proposed training slideshow for Spring distribution</li> <li>Resource packet link will be distributed when advising schedule is set.</li> <li>Delivery of Services subcommittee will require formation of working groups to address the components of advising.</li> <li>The Accountability and Assessment subcommittee will meet after the goals, objectives, and components of interest are decided.</li> </ol>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Delivery of Services and Training Subcommittees need to meet. Next meeting set for February 26 <sup>th</sup> at 3:30.		