

ACADEMIC ADVISING COUNCIL AGENDA
Thursday, December 3, 2015
3:30 PM – 4:50 PM
BOCA: EE 106; DAVIE: LA 150; JUPITER: SR 270

Guest Speakers

- A. Dr. Jennifer Bloom

Opening

- A. Admissions and Orientation Update
- B. University-Wide Updates – Dean Pratt

Old Business

- A. Updates from Social Committee
- B. Professional Development Planning Committee

New Business

- A. Bylaw amendment voting procedures (Discussion)
- B. Academic Advising Career Ladder (Discussion)
- C. Future AAC Meetings

Spring 2016 Dates (EE106 Boca, Locations Pending Davie and Jupiter)

January 21, 2016

February 18, 2016

March 17, 2016

April 14, 2015

Attachments

- A. None

ACADEMIC ADVISING COUNCIL AGENDA
Thursday, December 3, 2015
3:30 PM – 5:00 PM
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FINAL COPY OF
meeting minutes

Dr. Ingrid Johanson and Joseph Murray introduced as Co-Chair of AAC. Angel Nevin introduced as Vice Chair for AAC.

Guest Speakers

A. Dr. Jennifer Bloom

- a. Contact information: bloomj@fau.edu
- b. Here as a resource/advocate for the FAU advising community. Encouraged advisors to reach out.
- c. Faculty Higher Education Leadership Program at FAU (Director of Masters Program).
- d. Also works with the new Undergraduate Leadership Minor.
- e. Joining FAU from University of South Carolina.
- f. There will be opportunities for FAU advisors to be involved in Appreciative Advising Initiatives.
- g. Discussed bringing Appreciative Advising Initiatives to FAU.
 - i. Online Appreciative Advising course
 1. Will run in Spring 2016.
 2. December 18, 2016 is the registration deadline for the online course.
 3. Not for Graduate credit or CEU.
 4. Time commitment of 1-2 hours per week.
 5. Instructional materials include: *Appreciative Advising Revolution* text book, Videos, and Small group discussion boards to promote idea sharing.
 6. 8 week course. 1 week is spent on each phase of the Appreciative Advising process.
 7. Each section has 1 instructor and a volunteer co-instructor.
 8. Cost of tuition for the course is not covered by the FAU employee tuition waiver. 10% off for FAU employees. Cost is \$445 without FAU employee discount.
 9. Taking the course does not mean you are certified in Appreciative Advising.
 - ii. Appreciative Advising Institute
 1. 6th annual institute upcoming July 31, 2016-August 3, 2016 on the FAU Boca Campus. Unsure of cost at the moment.
 2. This is an in-person experience. It is very hands-on with both large group and small group interactions.
 - iii. Appreciative Education Conference-Joins together Higher Education and K-12 participants. Not up and running yet but planned for the future.
 - iv. Appreciative Advising Certification
 1. Certification process is not up yet but will be up soon.
 2. Requirements include:
 - a. Completion of the online course or completion of the institute.
 - b. A self-Evaluation, Supervisor Evaluation, and Student or Co-worker Evaluation on a rubric
 - c. Personal Statement
 - d. Resume
 - e. Letter of Recommendation

Opening

- A. Admissions and Orientation Update-Ashley Buchanan, Associate Director
 - a. Shared data on number of FTIC and Transfer Applications for Spring 2016/Summer 2016/Fall 2016
 - b. Tuition deposit for Spring 2016 is closed at this time.
 - c. Higher number of PDF transcripts being sent versus electronic due to issues with reliability in the technology. It is taking a little longer to input transfer/test credit due to the increased number of PDF transcripts.
 - d. Thank you to everyone for participating in the Fall 2015 Expo event. 191 students attended the 4 Point Owl Ceremony and have been invited back to visit campus in Spring (late January/early February)
 - e. Campus Days: For Admitted students only. Working on revamping this program.
 - f. 2 National Merit Scholars have applied and FAU is actively recruiting these students.
 - g. Working to identify and recruit local Valedictorians and Salutatorians.
- B. University-Wide Updates ~ Dean Pratt
 - a. Metrics discussion:
 - i. Summer 2015 was the end of the second year-positive outlook
 - ii. Graduation rates increased this year but FAU is not expecting to match those for the upcoming year. There is a push to graduate as many students as possible from the Fall 2010 cohort. FAU is currently reaching out to these students.
 - iii. Efforts are being made to make up for the anticipated graduation rate decline in other areas of the metrics such as 1st to 2nd year retention rates.
 - iv. No action on transfer students being included in the metrics for the upcoming year.
 - b. Additional staffing in OIT-hopefully to support advising technology and data needs.

Old Business

- A. Updates from Social Committee-Andre Amirato
 - a. Thank you for participation in Halloween party and office decorating contest. Great turnout for the lunch event. Hoping to continue this event annually.
 - b. College of Science Advising put together a Halloween video and it was played during the meeting.
 - c. Spring events are being planned with more information to come at the January Meeting.
 - d. There was a call to join AAC Social Committee.
- B. Professional Development Planning Committee
 - a. 2 Groups within this committee
 - i. One group is tasked with quantifying professional development activities. College of Science and UAS will borrow software from Office of Student Involvement to pilot a new way to participate in professional development.
 - ii. The second group was tasked with planning the professional development day tentatively planned for Spring (1/2 day to 1 day). Roy Kaplan was previously lead on this (is no longer with the university). Discussion about holding off on the Spring professional development day in place of involvement in the Appreciative Advising Institute planned for August 2016.
 - iii. The decision was made to participate and support the Appreciative Advising Institute in August 2016 (either attend the institute or volunteer to help organize/run the event) in place of a professional development day originally planned for Spring 2016.

New Business

- A. Bylaw amendment voting procedures-Angel Nevin
 - a. Discussion about developing proposals to amend the AAC bylaws in an effort to help clarify the process for voting for Chair and Vice-Chair in future elections. Voting on all other matters is covered in the current bylaws (majority in attendance).
 - b. Subcommittee to be formed to develop proposals to amend the bylaws with relation to the voting procedures for Chair and Vice Chair. Email Angel Nevin at anevin@fau.edu if interested in joining the subcommittee.
- B. Academic Advising Career Ladder-Dr. Ingrid Johanson
 - a. Discussed establishing a Subcommittee to establish a clear career ladder and path for advancement for Academic Advisors at FAU. Recommendations and justifications will be brought to administrators.
 - b. Seeking a representative from each college and UAS for this committee. If interested, let your director know and a group will be put together.
 - c. Dr. Jenny Bloom suggested a Human Resources representative be asked to join the committee.
 - d. Dean Pratt suggested the committee use FSU and USF as a starting point for research.
- C. College Connections Week-Dr. Ingrid Johanson
 - a. Week to connect FTIC students to their College Advisors.
 - b. Tentatively the week after Spring Break. College advising offices participate as well as other offices on campus to showcase their services. Culminates in "I Declare" Day on Friday.
 - c. New Transfer students would be invited as well.
 - d. Working on a drawing for a book voucher as incentive for students to attend.
 - e. Additional information regarding the event to come.
- D. Future AAC Meetings
 - Spring 2016 Dates (EE106 Boca, Locations Pending Davie and Jupiter)***
 - January 21, 2016***
 - February 18, 2016***
 - March 17, 2016***
 - April 14, 2015***

Attachments

- A. None

ROUGH DRAFT - Notes taken during meeting

Jenny
A. DR. Bloom

plus
work
w/ leader
minor

- Started in Feb. from GPS Carolina
- Faculty - Master ED Leadership
- makes program
- Bring AA Initiatives
- Train in A.A.
- initiatives - online AA course
 - no time in SP.
 - Dec 18 - ref deadline
- AA Institute - GPA Annual
- PAU BOCA - 1st time on campus
- Process for cert. AA - not up - running yet - coming soon
- April 11 ED conference - Master ED & K-12 together
 - Up & running soon
- opportunity for involve ^{w/ A.A.} will be avail. espec. for AA institute.

How do you see PAU?

Open for Q's → Joe & Dr. King proponents of AA

→ Like Diversity of Students

~~Ready~~

→ Weather?

8 wk course info → Not for Grad credit

→ was CEU credit

→ 1-2 hrs per wk

- Apprec. Adv. Revolution Book
- Videos
- 1 WE on each phase
- Small Grps - Discussion grp
- Instructor & volunteer
- Instructor

~~Great idea sharing~~

Cost of tuition not covered by tuition waiver
 1090 PISC for FAU employees \$445 cost for class w/o PISC w/nt.

Certified after course → NO

Certification AFA → take course or go to Institute

- Self eval & Supervisor eval & Student or coworker Eval on rubric (phases of AFA)
- Pers. Statement
- Resume
- Letter of Rec.

Institute Differ from → in person v. online
 Online Course

in person intensive small groups - hands-on

institute
7/31- 8/3 this year → last year
ALE 35 (last) cost unknown
for 2016

Here as a resource / Advocate for Admissions
- Can reach out w/ q's or for assist.

bloomj@fair.edu
217-421-4212 → institute - past annual
- looking at ~~multiple~~
2x15 per year
in future (after 2016)
possible

A. Admissions
As they - Data Shared - Sheet
Buchanan
Assoc. Dir. Kemiter
Admissions

tution Dep. closed - Sp. 2016
transcripts - Being sent PDF - Poursie HHS from last year
- Being manually entered - slower
process to be input.
- Electronic not reliable

1040 ↑ in Applications FTEC
14690 ↑ Sp. FTEC - over 1000 Applications
(PER) (3000 ↓ JU)
1190 ↓ F9
5 ↓ Sp. 17) Deadline still for
OTB

Expo - bet Thanks for participate

DoST 191 4 pt Owl - Ceremony

Invite back on campus in Sp. Jan/rep

Campus Days \rightarrow Admitted ~~new~~ Students

\rightarrow revamp

2 nat'l inst Students applied - trying to attract

trying to **ID** recruit & recruit locally to recruit

* No orientation updates

* Dean Pratt - letter to report
- working metrics

~~SV~~ SV. 2015 end of 2nd yr
positive outlook

* Grad rates \uparrow to 45% ~~last~~ yr
may not match in
upcoming yr - push to
 \uparrow Fall 2010 cohort
this yr.

* Any outreach to the F. 2010
cohort? - communications are
going out - try to \uparrow
outreach

try to make up metrics pte in other
areas BLC Grad rates might be down
→ maybe 1st - 2nd year retention
can make-up → these HCS look
positive

→ No action on the stud being included
for upcoming year in metrics

→ Oct - Addl Staffing - ^{Hopefully} For Support For
Adv. Technology +
Data.

Social Committee

Thank you for participate in Oct. Halloween
Event - positive - FUN - Great wheel turnout

Sp Events being planned - more info in Jan
meeting

Super Bowl ~~party~~ ^{event} possible?

hope to continue costume contest & office beer contest.

* Showed Halloween party VIDEO *
CES Advisors.

to join - call to join Social Committee

* Prof Dev. - 2 Grps ① Keep trk of prof dev activities quarterly
SCI & VAS borrow software from stud.
Involvement to pilot new way to do prof. dev. activities

NOBLE HOURS

Survey ② to Admins -
If po of Sp. Prof.
Dev. - attend & assist w/ volunteer

② Ray past leader
- 1/2 to 1 day prof dev in Sp. planned
→ How off on Sp. event
event in place - attend AA institute

CO-CHAIR - Sherry & Erin - Lead effort to help AA institute

Angel

* Clarity voting process - conversation now
Put together proposal to Bylaws - read in JAN
vote in FEB

→ Robert's Rules of Order (Handbook) As a guide
What to do if A tie?
Can 1 person run both positions?
Who votes? attend or electronic Ballot.

① Hon-Adv. members allowed to vote?

Electronic Voting proposal - positive feedback on the process
to Bylaws I add this to Bylaws

RUN 2 positions at same time

② Run one position only

VOTE ~~FOR~~ Chain position 1st

③ Then if not winning getting Chain can run for
Vice Chain - Run Election 2nd - Separate Election

④ Top 2 vote getters - #1 Chain

#2 Vice Chain

What if
Exact tie?

↓
Run off
for Chain
& Vice
Chain

Enroll to form
sub committee to
write Bylaw proposals for voting
gnevin@fas.edu
7-3942

Voting for
Open
on a quorum
majority
present
already in
Bylaws.

Advising

* Career CAREER / PATH

Advisors important to metrics →

- Est. Subcommittee - rep from each college / OAS
- Est. Career path for Advisors
 - Bring to Administrators for
↑ in salary
 - Stipulations for moving ↑

willing to
serve - let your
director know

Dr. Bloom recommend the rep on the committee
as well. Upcoming mentor Article
Dean Pratt - look at FSU + USF

* College Connecting Week - tentative week after Sp. Bk

connect FRC Stud. to College advisor + Faculty
College Morn or AFT

Student clubs

Faculty

Ugrad. Research

1 Dedicated body

~~xxxx~~ new xfers invited

Drawing for Book writer for
participation