

Minutes of the Meeting of the Professional Development Committee
NACADA Annual Conference – Denver
Sunday, October 2, 2011

Present:

Pat Folsom, Chair (2009-2011), University of Iowa
Nora Allen Scobie, Chair-Elect (2009-2013), University of Louisville
Blane Harding (Summer Institute Advisory Board Chair, 2009-2012), Colorado State University
Nancy Roadruck (Advising Administration Commission Chair, 2010-2012), University of Akron-Main Campus
Rich Robbins (Institute Advisory Board Chair, 2010-2012), Bucknell University
Sam Murdock (Chair-Elect, Advisor Training and Development Commission, 2011-2013), Texas A&M University
Bill Torgler (Incoming Administrators' Institute Advisory Board Chair, 2011-2013), Arizona State University-Downtown
Terry Musser (Webcast Advisory Board Chair, 2009-2011), Penn State University
José Rodríguez (Webcast Advisory Board Incoming Chair, 2011-2013), Florida International University
Yung-Hwa Anna Chow (2010-2012), Washington State University
Kerry Kincanon (2010-2012), Oregon State University
Wei-Chien Lee (2010-2012), San Jose State University
Cornelius Gilbert (2011-2013), University of Wisconsin-Madison
Frank Yoder (2011-2013), University of Iowa
Monica Jones (2011-2012), University of Arkansas
Susan Anderson (2009-2011), University of St. Thomas
Shannon Burton (2009-2011), Michigan State University
Leigh Cunningham, Ex Officio, NACADA Executive Office
Charlie Nutt, NACADA Executive Director
Jennifer Joslin, NACADA President-Elect

Absent:

Terri Downing (Annual Conference Advisory Board Chair, 2010-2012), Franklin Pierce University
Casey Self (Administrators' Institute Advisory Board Chair, 2009-2011), Arizona State University-Downtown
Audrey Jackson (2010-2012), Florida State College-Jacksonville
Melissa Lantta (2010-2012), University of Wisconsin-Oshkosh
Claudine Turner (2011-2013), University of Central Florida
Patricia Handy (2011-2013), Ringling College of Art and Design
Deborah Hull (2009-2011), Texas A&M University
Howard Spearman (2009-2011), University of Wisconsin Milwaukee

Chair Pat Folsom reviewed **GOALS 2010-2011**

1. **Chair to review Committee Charge to see if revision is needed.** Pat sent revision to the Administrative Division.
 - Original:
 - In consultation with the EO and other Administrative Division sub-units, develop a comprehensive Professional Development Plan for NACADA members.
 - Offer recommendations to the Council and Board on matters related to professional development opportunities for the Association's membership.
 - New:
 - In consultation with the EO and other Administrative Division sub-units, review the professional development needs of the membership; monitor ongoing professional

- development offerings of the association; and recommend new initiatives to the Board of Directors.
 - Develop a comprehensive data collection and communication plan through which the Committee can systematically review professional development needs, monitor ongoing offerings and make data-based, informed recommendations to the Board of Directors; the plan should be evaluated on a regular basis.
2. **Chair to revise outcomes based on discussion at PDC and Division meetings. Finalize outcomes via email with committee.**
- Outcomes document was revised by the Chair, then reviewed and approved by the committee.
3. **Develop communication system that will allow committee to fulfill its purpose.**
- Draft of communication plan, developed by Chair Pat Folsom in consultation with Chair-Elect Nora Scobie, was distributed to the committee prior to this meeting for review.
 - Discussion items:
 - *We want to collect data from C/IG and Region Chairs on an annual basis. How might we go about this?*
 - surveys
 - conference meetings
 - add cell to reports
 - add question to conference eval surveys
 - since some of these would require agreement from other divisions, would need to work through our division reps
 - *Information on both topic and delivery system needs should be gathered*
 - *Data should also be collected from the general membership on a less frequent but regular basis. It has been seven years since the last general survey was done.*
 - general survey
 - stats gathered from the Clearinghouse by Marsha Miller
 - *Once data has been collected, it needs to be communicated. How might we go about this?*
 - PDC Chair can share information with other Chairs
 - It was recommended that we consider adding the Chair of the Research Cmte as an ad hoc seat, and also requesting reps from the C/IG and Regional divisions
 - Information should also be shared with conference proposal readers at both annual and regional levels
 - Information should also be accessible on the web for general membership to assist them with choosing presentation proposal topics. Could this be in the Clearinghouse?
4. **Identify potential professional development needs/topics to move forward on.**
- Two topics that were identified at last year's meeting are being followed up on in the AdvisorConnect venue:
 - Committee member Bill Torgler, along with NACADA President Jennifer Joslin and monograph editor Nancy Markee (moderated by Charlie Nutt) will present a Panel Discussion webcast on *Key Issues for Academic Advising Administrators* on November 14, 2011
 - Committee members Anna Chow and Wei-Chien Lee, along with Penn State's Maren Larson, will present a Panel Discussion webcast (moderated by Terry Musser) on *Advising International Students from China* on February 2, 2012
 - Additional topics that were identified as a need by the Webinar Advisory Board that have been scheduled for the AdvisorConnect venue for the coming year are:
 - *Conducting Needs Assessment for Professional Development* (Committee Chair Nora Scobie will be a member of the Panel)

- *Steps in Developing an Assessment Plan for Academic Advising* (Committee member Rich Robbins is one of the presenters)
- *Legal Implications of Academic Advising*
- *Critical Issues in Advising at Open Admissions Community Colleges*
- *Defining the Role of Faculty within Advising at Community Colleges*
- *Ethical Decision Making in Academic Advising*

GOALS 2011-2012

- Finalize the data collection and communication plan draft
- Create an all-member needs assessment to be distributed in early April.
- Determine how best to communicate the plan back to the membership.
- Review data and report at the PDC meeting at the National Conference.

ACTION ITEMS

- Nora Scobie will send out revised draft of communication plan for review by committee members
- Sub-Committee headed by Nora Scobie will work with Marsha Miller at the EO to develop an all-member survey to go out in early April (if that fits with general survey schedule) to have results prior to 2012 National Conference. Members are Wei-Chien Lee, Monica Jones, Sam Murdock, Bill Torgler, Cornelius Gilbert and Rich Robbins
- Sub-Committee headed by José Rodriguez will consider ways we can communicate information back to the membership. Members are Frank Yoder and Kerry Kincanon.