

Academic Advising Consultants and Speakers Service

Advisory Board Meeting Minutes 2013 Annual Conference Salt Lake City, UT Monday, October 7th, 3:30 – 4:30 p.m.

Members Present: Jayne Drake, Michele Holaday, Becky Zirger, Susan Campbell, Terry Musser, Jen Hodges, Kathy Zarges, Dawn Fettig, and Luisa Dreasher.

Guests Present: JoAnne Huber, Eric White, and Ruth Darling

Chair Jayne Drake called the meeting to order and welcomed everyone. Each member present was introduced. The chair also introduced Rebecca (Becky) Zirger; the new NACADA Program Manager and AACSS-AB Liaison.

Holaday gave a brief update on the NACADA software conversion. The EO is still working through the fine tuning process of the conversion. She asked that we all be patient as this has been a very complex conversion. She also shared that AACSS forms and information is available on the new website.

Drake briefly shared about the Sustainable Leadership Development Task Force Report. This report recommends that funding be provided for the AACSS mentor/mentee program. It also recommends pathways to leadership program to help enhance the leadership within NACADA.

Looking to the Future in AACSS:

- Drake shared the importance of consultants' resumes being consistent and up to date. The approved resume format is available online. Zirger will send an email to all current consultants asking them if they would like to remain consultants and if so, to submit an updated resume for the EO to keep on file.
- Drake led the conversation on recruiting new consultants to the AACSS. As members of the AACSS, it is our duty to encourage members to become consultants and educate others on the AACSS. Holaday shared that there are currently 3 consultant applications ready for review. A sub-committee was created to review these applications. Members of the subcommittee are Jen Hodges, Terry Musser and Susan Campbell. It was decided that applications would be reviewed as soon as possible upon submission to the EO. In the past they have been reviewed only once a year.
- The current AACSS application process is as follows:
 - o Apply to be a consultant using the application on the website
 - o Application is reviewed by members of the AACSS Advisory Board
 - o If accepted, they become an apprentice until 2 visits or consults have been completed.
 - o Consultant status is reached.
- Drake led the discussion of creating a post visit evaluation. Zirger and Holaday shared that Qualtrics is the new survey system we are looking at using for this evaluation. A sub-committee was created for the development of the evaluation and assessment of AACSS visits. The sub-committee members are Kathy Zarges, JoAnne Huber, Luisa Dreasher.
- Zirger shared that changes will be made to the internal EO processing and invoicing of the AACSS services. Zirger will be handling the booking of all travel for AACSS visits and Rush (new employee in the EO) will be handling the invoicing procedures. More detail will be shared when the processes are finalized.

Meeting was adjourned by Drake.