

Administrators' Institute Advisory Board

2016 Annual Meeting Minutes

Sept. 16, 2016

Virtual via Zoom

Attendees: Stephanie Hands (Chair), Bill Torgler (Outgoing Chair), Selma Haghamed, Kim Altura, Scott Vaughn, Joanne Damminger, Austin McNair, Amy Sannes; EO: Jennifer Rush, Dayna Kuhlman

Unable to attend: Francis Atuahene, Karen Archambault, Chrissy Davis Jones, Kevin Thomas, Michelle Steiner; EO Charlie Nutt

• Welcome and Introductions

- Welcome to new Board members:
 - Amy Sannes, Arizona State University (2016 – 2018)
 - Scott Vaughn, East Tennessee State University (2016 – 2018) – *extending term*
 - Francis Atuahene, West Chester University of Pennsylvania (2016 – 2018) - *extending term*
 - Stephanie Hands, The University of New Mexico (2015 – 2017) - **Chair**
 - Karen Archambault, Drexel University (2015 – 2017)
 - Chrissy Davis Jones, Spokane Falls Community College (2015 – 2017)
 - Austin McNair, American Military University (2015 – 2017)
 - Joanne Damminger, Delaware Technical Community College (2015 – 2017)
 - Kevin Thomas, Southern Illinois University Edwardsville (2015 – 2017)
 - Michelle Steiner, Marymount University (2015 – 2017)
 - Bill Torgler, University of Akron Ohio (Outgoing Chair)
- Thank you to outgoing members:
 - Kim Altura, San Francisco State University
 - Selma Haghamed, Qatar University

• Update on 2017 Administrators' Institute

- Surveys showed success with new tracks
- Attendance increased
 - AI 2015 -101 2016 - 178
 - WS 2015 - 90 2016 - 133
- Continue to work with Reinvention Center for faculty in 2017
- **Discussion:**
 - Clear that people want case examples
 - In discussion about bringing in case studies, but not giving them a square peg in a round hole
 - Track B still wanted to have Action Plans and ability to attend sessions if desired
 - Continued issues with groups taking majority of time; facilitation by faculty needs to be honed
 - Institute will be shortened on the last day to a Noon end time to allow for attendees the opportunity to leave the same day

• Update on 2017 Winter Seminar Plans

- What we learned from last topic: Analytics in Academic Advising: Using Data to Make Decisions
- 2017 Seminar topic: **Investigating, Analyzing, and Using Data to Reform Academic Advising**
 - Using Drive to Degree survey data
- **Discussion:**
 - Panels too long, not enough prep time with presenters
 - Wanted more basic understanding on how to move forward
 - Panels were repetitive
 - Struggled with how to balance not selling product but sharing product details
 - What to do if they can't afford to purchase a product; how do I get to the table to start product search
 - The topic was very relevant; needs more structure, needed visual aids, but liked conversational aspect instead of presentation format
 - Can the general sessions be shortened – too long; seems the 1 hour and 15 minutes is right to allow for questions at end
 - Needs more interaction to break up sessions
 - **2017 Seminar Topic Discussion:**
 - Great idea – good to have time to dig into the results/data
 - Please review article and contact Stephanie Hands or post to listserv with thoughts on structure, topics, etc.: Drivetodegree.org

- **2016 End of the Year Report**

- **Discussion:**

- More interaction than previous years from the Advisory Boards; would like additional discussions if there is a reason to meet, but not meet just to meet
 - Share ideas for Seminars, or sessions needed etc.
 - Continue to use the Listserv for suggestions to continue Advisory Board involvement

- **Future direction for the board**

- Establish 2017 goals

- **Discussion:**

- Ask for goal suggestions mid-October
 - Zoom meeting 1st week of November to determine 2017 goals