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:
  - Francis Atuahene, West Chester University of Pennsylvania (2016 – 2018) - extending term
  - Stephanie Hands, The University of New Mexico (2015 – 2017) - Chair
  - Chrissy Davis Jones, Spokane Falls Community College (2015 – 2017)
  - Austin McNair, American Military University (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:
  - 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