

Administrators' Institute Advisory Board 2017 Annual Meeting Minutes

Sept. 5, 2017 - Virtual via Zoom

Attendees: S. Hands (outgoing Chair), JP Regalado (incoming Chair), J. Damminger, A. Sannes, F. Atuahene, S. Vaughn, J. Dale, J. Kealey; EO: J. Rush (liaison)

Unable to attend: A. McNair, K. Southwick, K. Archambault, K. Thomas, M. Steiner, C. Davis Jones, C. Gilbert

Welcome and Introductions

- **Welcome to new Board members:**
 - JP Regalado, Texas A&M University – Corpus Christi (Incoming Chair-2017-2019)
 - Jennifer Dale, Hillsborough Community College (2017 – 2019)
 - Jarrett Kealey, Rowan College at Burlington County (2017-2019)
 - Kate Southwick, Metropolitan State University (2017-2019)
 - Cornelius Gilbert, Northern Illinois University, Admin. Commission Chair (2017 – 2019)
- **Welcome back continuing Board members:**
 - Chrissy Davis Jones, Spokane Falls Community College (2017 – 2019) *extending term*
 - Amy Sannes, Arizona State University (2016 – 2018)
 - Scott Vaughn, East Tennessee State University (2016 – 2018)
 - Francis Atuahene, West Chester University of Pennsylvania (2016 – 2018)
 - Stephanie Hands, The University of New Mexico (Outgoing Chair)
- **Thank you to outgoing members:**
 - Karen Archambault, Rowan College at Burlington County (2015-2017)
 - Joanne Damminger, Delaware Technical Community College (2015-2017)
 - Austin McNair, American Military University (2015-2017)
 - Kevin Thomas, Southern Illinois University Edwardsville (2015-2017)
 - Michelle Steiner, George Washington University (2015-2017)

Review/Updates Administrators' Institute

- 2017 Survey information
- What does it suggest we focus on
- What are we doing well
- **Discussion:**
 - **Track A** – basic administrators, aspiring to be administrators etc.
 - Majority pleased with Action Plan, ability to work on it and take something back
 - Large groups with small groups are becoming an issue – larger groups overwhelm the small groups within the same work groups
 - Large groups themselves are also becoming an issue – so large is it a benefit to them; would a consultant be better
 - Is a pre-survey viable to find out what they are coming for to split them in groups based on that
 - Historically pre-surveys have proven to be ineffective (5% return at most)
 - Can be approached via the faculty introduction letter
 - Can large groups pulled out to make sure that this event is “right” for them vs consultants
 - Concerns on making numbers for budgets if we turn large groups to consultations
 - Faculty letter should hone out large groups to make sure they know to be prepared
 - Geared toward entry level administrators, not much for advanced administrators
 - Plenary: Creating a Culture – had most comments on this
 - **Track B** – campus-wide responsibility
 - Information light – participants felt there was not a lot of information provided
 - Networking opportunity is built in – liked by participants
 - Liked the “think tank” model of Track B
 - **General**
 - What are the participants expectations of the Institutes – what will they get out of it.
 - Are these designed to have returning participants?
 - Always wanting examples but what fits at A doesn't work at B so we have purposely avoided giving specific examples – avoid offering “magic bullets”
 - Why was there comments about the facility, hotel, area etc.
 - The hotel/area was hit by hurricane and due to timing they had not yet gotten fully repaired and therefore there were issues. We were back in Summer 2017 and hotel had 80% of

- repairs done – all meeting areas were fixed
 - Topic: Advising models – update due to institutional change etc.
 - Is in Track B but not in Track A
 - Administrators between Track A and Track B didn't have the opportunity to connect with the others in different track
- Total Participants:
 - 2015 -101 | 2016 – 178 | 2017 – 136
- 2018 Faculty will include:
 - Track A: Stephanie Hands, Mark Taylor, Joshua Smith, Julie Givens-Voller, Chrissy Davis Jones,
 - Track B: Casey Self, Charlie Nutt, JP Regalado + Reinvention Collaborative members
- 2018 Interns:
 - Process working well
 - Tara Warden, University of Cincinnati (Track B)
 - Kimberly Smith, Virginia Tech (Track A)

Review/Updates on Advising Seminar Plans

- 2017 Survey information
 - What does it suggest we focus on
 - What are we doing well
 - **Discussion:**
 - Day 1 was a bit disorganized
 - Potentially because it was set up to build on each session through to the end
 - Not enough new ideas for using data
 - No concrete examples being offered – again, they want the magic bullet
- Total Participants:
- 2015 – 90 | 2016 – 133 | 2017 – 86
- 2018 Proposed new seminar: **Research**
- 2019 Proposed new seminar: **Cultivating Partnerships for Student Success (draft title)**
 - Faculty, Student Affairs, Peers
 - Creative loop of fostering service
- **Discussion:**
 - Both are timely looking at survey comments
 - Research is like the research symposium on steroids
 - Looking at two tracks – one specific on how to do research and one on how to incorporate research
 - Wording on description for 2017 might have been a bit misleading

Review of 2016-2107 End of Year Report

- Report has been submitted to the Administrative division
- If there are any comments/concerns/questions, please let Stephanie and JP know.

New Business

- We will be coming together shortly to discuss the 2017-2018 goals, strategies and priorities. Please use the listserv to start discussions or if you want more private discussions, contact Stephanie and/or JP.