

**Summer Institute Advisory Board  
Annual Meeting  
August 14, 10:00-11:00 (CST), via Zoom**

**Attendees:** Jermain Pipkins, Chair, Scott Byington, Jason Kelly, Susan Poch, Corine Ackerson-Jones; EO Liaison – Jennifer Rush

**Unable to attend:** Kathy Stockwell, Lisa Freeman, Kim Lowery, Elizabeth Jones, Jolene Stegath, Jennifer Engelbach, Nathan Vickers, David Moore, Emily Artello, Neil Volker

- **Welcome**
- **Introductions**
  - Thank you to outgoing members:
    - Jason Kelly, Jolene Stegath, and Jennifer Engelbach
  - Welcome to incoming members:
    - Kimberly Lowry, Emily Artello, Neil Volker
    - Extending Terms:
      - Elizabeth Jones, Susan Poch, Kathy Stockwell
- **Review of 2018 Events**
  - June: 110 participants
  - July: 135 participants
  - Switched Workshops to Topical Sessions
    - Did not receive any negative feedback from participants
    - Presentations do need to be reviewed to shorten to match new timing
  - Received large amount of positive feedback
  - Incorporated a definition of an Action Plan into the July event based on June feedback
  - Piloted an LMS system at the June event with two Work Groups; did not work well enough to continue as structured – will review
  - Request for “Dinner Groups” to come back for individual attendees
  - Moving Consultations to the morning and Work Groups to the afternoon was very well received and participants appreciated the time to work after the consultations
  - Advising Handbook/Web site Topical – needs a full revamp including Abstract and Outcomes
  - Open Forum Sessions – new in 2018; Institution Types, Roles in Advising, Student Types
    - **Recommendation:** Did find that the topics became varied and not necessarily on topic of the session
      - Maybe have a session that is simply open, no topic with faculty to determine overall topics and split them into groups to discuss
      - Look at the evaluations “challenges” and “accomplish” to topic ideas
  - Dropping the two options sessions for repeated sessions by request of the participants
    - Have participants live vote on sessions then have faculty “on hold” to present
  - Individual vs team attendees – individuals get lost and don’t really utilize the work time fully
    - **Recommendation:** Work Group for individuals regardless of Institution type
  - First year in one location for both
    - Didn’t make a difference in attendance
    - Was a large benefit administratively
    - Will start to promote “multi-event” bundles in 2020
- **Review of the End of Year Report 2017-2018**
  - Implemented curriculum changes:
    - Changing Workshops to Topical Sessions
    - Added Open Forum sessions
  - Promoting Diversity

- Faculty – Interns selected represented various education backgrounds, institution types, ethnicity etc.
  - Faculty represented a variety of diverse backgrounds
  - Increase in HBCU participating
  - Collaboration with Inclusion/Engagement Committee
  - Progress has been made, but will continue to work on goal
- Call for input on 2019 events: changes, goals, etc. please reach out to Jermain
- **Review of Post-Event Evaluations for June and July 2018**
  - Overall evaluations were positive
  - Added post-session evaluations, using Google forms, allowed for real time reactions
  - Wanted more engagement in sessions
  - Need to review for overlap in sessions
    - Need to look at the timeline of due dates etc.
    - Look at the Competencies and see what are being repeated
  - Target specific audiences – tracks
    - **Recommendation:** Advisory Board to form a sub group to determine if tracks would work in the curriculum
      - Would this also work to shape the Open Forum sessions?
- **2019 Locations**
  - June: Lexington, KY – contract pending
  - July: Little Rock, AR
- **Call for chair of Advisory Board**
  - If interested, contact Jennifer Rush or Jermain Pipkins
- **Comments**
- Review of Post-Event Evaluations for June and July 2018
  - Thank you for your service to the Summer Institute Advisory Board
  - Follow up to come concerning the sub-committee to consider tracks