

**Summer Institute Advisory Board Meeting  
Minutes**

September 21, 2019

1:00-2:00 Central via Zoom Platform

**Attendees:** Cynthia Pascal, In-coming Chair, Emily Artello, Schott Byington, Ann Hintz, Kathy Stockwell; EO Liaison: Jennifer Rush

**Unable to attend:** Jermain Pipkins, Corine Ackerson-Jones, Katherine Beaumont-Doss, Kimberly Lowry, Susan Poch, Nathan Vickers, Lisa Freeman, Neil Volker

**Agenda:**

- Welcome
- Introductions
  - Thank you to outgoing members:
    - Kathy Stockwell, Lisa Freeman, Corine Ackerson-Jones, Nathan Vickers
  - Welcome to incoming members:
    - Ann Hintz, Katherine Beaumont-Doss
    - Extending Terms:
      - Jermain Pipkins – moving to outgoing Chair role
      - Scott Byington
- Review of 2019 Events & Post-event Evaluations (June & July)
  - Suggestions for change/comments
    - Topics are a bit dated (i.e. advising handbooks – people are not using paper anymore)
      - People still call them handbooks –even if online
        - Advising resources might be a better “title”
    - Open Forum sessions – some were strong, some were weak
      - Not serving the function
      - Hot topic selection – voted on by the participants
        - Similar to the format at the Administrators’ Institute
      - More defined topic – not broad which allows for off topic discussions
    - Encourage slides to be updated and relevant
    - Too many slides
    - Tracks for beginning/experienced advisors
    - Evaluations didn’t offer many topic suggestions
      - Technology
      - Buy-In for the practice
      - Training/Syllabus/Handbook – most popular, well received
      - Assessment is a growing focus
      - Hot Topics for Advising Administrators
    - Plenary sessions – repetitive if returning year after year
      - Look at co-presenters to give more energy/dialogue etc.
      - MUST be dynamic, find the faculty that will make them energetic
      - Find new people to do them so it is new materials (not regurgitated from the year before – don’t simply submit the same slides and change the date)
- Review of the End of Year Report 2018-2019
- 2020 Locations
  - Both events will be in Erie, PA
  - Event will be in the Convention Center; Two hotel choices
- Recommendations/discussions for 2020
  - Topic search: determine more updated/current/relevant topics for Topical Sessions
  - Registration for the Summer Institutes have decreased consistently over the last 5 years; is there a point where we should consider consolidating into one event instead of two
    - One event with the ability to do two different tracks (advance/new), this might pull the numbers to accommodate setting up tracks
    - Participants didn’t care as long as:
      - They still had the Work Groups and faculty contact
      - Dates – dates are a big consideration
    - Target Institutions instead of individuals for marketing
  - Teams are increasing and individual attendees are decreasing
- New Summer Institute and Advisory Chair- Cynthia Pascal
- Items from the floor