

## **Webcast Advisory Board (Zoom) Meeting Minutes**

**Thursday, May 05, 2016**

### **Present:**

[JP Regalado](#), **Chair** (2015-2017), Texas A&M University at Corpus Christi (2015-2017)  
[Rebecca Hapes](#), Advisor Training and Development Commission Chair, Texas A&M University (2015-2017)  
[Sarah Howard](#), Ohio State University-Newark (2014-2016), continuing as Technology in Advising Commission Chair (2015-2017)  
[Jill Geisler Wheeler](#), University of Arkansas-Fayetteville (2014-2018)  
[Cynthia Pascal](#), Northern Virginia Community College (2014-2018)  
[Jennifer Varney](#), Southern New Hampshire University (2014-2016)  
[Jan Adams](#), Tyler Junior College (2015-2017)  
[Maureen Schafer](#), University of Iowa (2015-2017)  
[Kerry Thomas](#), Oregon State University (2015-2018)  
[Cathy Mathweg](#), Marian University-Wisconsin (2016-2018)  
[Leigh Cunningham](#), Web Event Producer, Executive Office

### **Absent:**

[Yvonne Halden](#), **Past Chair** (2013-2015), University of Manitoba-Canada (2010-2017)  
[Robert Hurt](#), Publications Advisory Board Chair, California State Polytechnic University-Pomona (2014-2016)  
[Derek Furukawa](#), University of Nevada-Reno (2015-2017)  
[Elisa Shaffer](#), Web Event Production Assistant, Executive Office  
[Gary Cunningham](#), NACADA IT Manager, Executive Office

### **Items for Discussion**

- JP Regalado welcomed incoming member Cathy Mathweg and thanked Kerry Thomas, Jill Geisler Wheeler, and Cynthia Pascal for agreeing to continue on for another term.
- Leigh gave updates on:
  - The proposal form has worked extremely well and been very helpful for determining whether potential presenters are really viable.
  - Planning for the 2016-2018 season, which is coming along very well. Three events for Fall (one of which will be sponsored by ATD Commission – Rebecca Hapes gave update on that) and two for Spring have already been determined, and two additional for Spring are under discussion. Leigh shared details of where we are on those.
  - The Leaders team led by Janet Spence plan to do four Leaders Q&A sessions over the summer (June = Core Values, July = Advising Approaches, August = Research, September = Getting Involved)
- JP thanked members for the feedback they gave on the conference presentations that Leigh was considering – this was very helpful.
- JP asked about the deadlines that were posted for the proposals to be submitted this year (December 1 and April 15), and Rebecca remembered that we had discussed moving that date up for next year. Leigh updated the webpage from April 15 to March 1 for next year.

- JP asked how everyone felt about using the little “great presentation” cards at Region conferences this year, and those who had done so found them very useful. Maureen asked that she be sent that document for her upcoming Region Conference.
- JP asked how we are doing with the requested older recordings review. We haven’t gotten to this yet, so a new deadline has been set for the end of July.
- JP asked about the possibility of event bundling, and Leigh shared that there had been conversation in the EO just this week about possibilities for both event bundling and downloadable recordings. WAB members agreed they would really like to see both of these things happen ASAP.

### **Action Items**

- Leigh will send out “great presentation” sheet (and post it to the website)
- Leigh will resend link to recording review webpage (<http://www.nacada.ksu.edu/About-Us/NACADA-Leadership/Administrative-Division/Webinar-Advisory-Board/Recordings-for-Review.aspx>) and members will let her know which ones they will review.
  - Maureen will review *A Strengths Development Approach* and *Cultivating the Potential in At-Risk Students*.
  - Jen will review *Cultivating the Potential in At-Risk Students* as well as her webinar on *Understanding and Addressing the Needs of Adult Learners*.
  - Jill, Yvonne, and Derek will review *Using Groups in Academic Advising*
  - Cathy will review *A Strengths Development Approach* and *Understanding and Addressing the Needs of Adult Learners*
  - Cynthia will review *Tips and Tools for Advising as a Teaching and Learning Process*
  - Rebecca will review *A Strengths Development Approach* and *Cultivating the Potential in At-Risk Students*
  - Sarah will review *Tips and Tools for Advising as a Teaching and Learning Process*
- Leigh will check with Michele Holaday about event bundling possibilities and recording downloads and report back.
- JP will send a draft of his August Chair report to the group in late July or early August for their input before he files it.
- Leigh will check with JP in mid-August (after his Chair report is filed) about scheduling next meeting for September.
- Sarah and Rebecca will come back together about moving forward on the communications / marketing, and will see if anyone else wants to join those efforts now that some other tasks have been completed.