

P1 Academic Advisors Administrators' Seminar

This seminar is for assistant/associate deans with advising responsibilities, new advising administrators, administrators returning for professional development, and those aspiring to an administrator's role. It is intended for individuals who work at all types of higher education institutions.

Each of these groups has special needs for this seminar.

Assistant/associate deans may be responsible for delivering academic advising programs. These individuals may be asked to develop new advising programs where none existed. Such individuals may have little or no experience with academic advising administration. This seminar serves as an introduction/overview to advising administration.

Likewise, new and experienced administrators and those who want to be administrators can benefit from networking opportunities. This is a time to share what you have learned with those who wish to learn more and to enhance one's own administrative skills and knowledge.

Topics for discussion: What are appropriate student/advisor ratios? Should advisors become specialists in certain fields of study or work only with students such as athletes or the under-prepared? What advisor hiring practices should be implemented? How can morale be promoted among advising staff. How can strategic planning be used? What technologies should be employed? What are appropriate budgetary priorities? What methodologies might be used in assessment? What campus "politics" should administrators be aware of? How do gender, managerial style, and years of experience play roles in advising leadership?

The seminar's objective will be met via small group discussion, lecture, Q&A sessions, and handouts of exemplary practices.

Participants are encouraged to share their experiences. A certificate of participation will be presented following the seminar.