

Outstanding experience! It helped me clarify a path for affecting a change on my campus.

—Carol Doris,
Director-ACCESS Center
Georgia Perimeter College



It was my first NACADA experience and it was beneficial and informative. The relationships established with colleagues have continued to be a source of pertinent information- even as I write this.

—Mickey Clayton, Director
Academic Advisement Center
Florida A&M University



I arrived with an idea that I wanted to develop and through interaction with the facilitators and my colleagues I was able to leave with an action plan that I was ready to implement the day I returned to campus.

—Suzanne M. Trump
Assistant Dean of Retention
and Academic Advising
University of the Sciences
in Philadelphia



WHO SHOULD ATTEND

This institute is designed for all levels of advising administrators whether they are new or experienced or administering centralized or decentralized advising programs or faculty-based advising programs. In addition, chief student affairs or academic affairs officers can benefit greatly from this experience as well as Presidents.

FORMAT

The institute will utilize learning community groups facilitated by experienced advising administrators who are recognized as leaders in the field of academic advising administration. The faculty will:

- Respond to the latest issues appearing on campuses and facilitate a process through which you may better understand these issues
- Help you address issues within your academic advising programs
- Assist you in utilizing the resources and expertise available to you
- Help develop a clearer sense of your academic advising programs, how to effectively administer them, and how your programs should fit within your own institution
- Guide you in the development of an implementation plan for improvement or change on your campus

TOPICS

The Institute will focus on topics of concern to advising administrators at all types of higher education institutions. Topics to be addressed include:

- Assessment of Advising
- Budget Management/Financial Planning
- Campus Connections/Campus Politics
- Components of Successful Advising Programs
- Assessment, Evaluation, and Reward
- Leadership vs. Management Legal and Ethical Issues
- Planning Mission Statements, Goals, and Objectives
- Successful Planning Strategies
- Technology in Advising
- Training and Professional Development
- Effectively Utilizing CAS Standards

TENTATIVE AGENDA

SATURDAY, JANUARY 29

4:00–7:00 p.m. Registration Open

SUNDAY, JANUARY 30

7:30 a.m.–2:30 p.m. Registration Open
 9:00–10:30 a.m. Opening Plenary Session
 10:45 a.m.–12:00 p.m. Small Group Discussions
 12:15–1:15 p.m. Lunch
 1:30–2:30 p.m. Plenary Session
 2:45–3:45 p.m. Concurrent Sessions
 4:00–5:45 p.m. Small Group Discussions
 5:45–6:45 p.m. Dinner

MONDAY, JANUARY 31

7:45–8:45 a.m. Breakfast
 9:00–10:30 a.m. Plenary Session
 10:45–11:45 a.m. Concurrent Sessions
 11:45 a.m.–1:00 p.m. Lunch
 1:15–2:15 p.m. Concurrent Sessions
 2:30–5:00 p.m. Small Group Discussions
 Dinner on your own.

TUESDAY, FEBRUARY 1

7:45–8:45 a.m. Breakfast
 9:00–11:30 a.m. Small Group Discussions & Reporting

Participants are encouraged to identify a specific advising administration issue for which they will develop a plan for their institution with feedback and advice from the institute facilitators and others in their group.

Effectively Engaging Faculty in Academic Advising

St. Pete Beach, Florida • January 27–28, 2005

Learn how to:

- Assure that *advising* is more than course selection
- *Reward* effective advising
- Take the *mystery* out of advising
- Extend *teaching & learning* to advising
- Provide *professional development* opportunities
- *Empower* faculty



On many campuses faculty have an essential and vital role in the academic advising experiences of students. Data in the NACADA 2004 publication, *The Status of Academic Advising*, indicate that over 80% of 4-year and almost 50% of public 2-year and 80% of private 2-year colleges utilize models that rely on faculty involvement in academic advising.

Since faculty play such an integral role in academic advising, it is imperative that faculty and administrators work together to assure that faculty are effectively engaged in the advising process.

This one and a half day seminar will provide participants with the opportunity to enhance faculty advising programs as well as gain essential insights into effectively working with faculty in the advising realm of their responsibilities. Quite often, faculty are assigned advisees without any guidance on how to advise or the scope of advising. This seminar will address this issue by providing an overview of the scope of advising while exploring the many opportunities and strategies for enhancing academic advising through faculty.

WHO SHOULD ATTEND

The Effectively Engaging Faculty in Academic Advising Seminar is designed for teaching faculty, departmental/institutional advising coordinators, advising administrators, academic administrators, and student affairs administrators.

TOPICS

This seminar will address topics such as:

- Understanding the Scope of Academic Advising
- Connecting Teaching and Learning Skills to Academic Advising
- Developing Evaluation, Recognition and Reward Initiatives for Faculty Engagement in Advising
- Connecting Advising to Learning Outcomes
- Effective Strategies for Faculty Professional Development Workshops/Seminars

TENTATIVE AGENDA

WEDNESDAY, JANUARY 26

4:00–7:00 p.m. Registration Open

THURSDAY, JANUARY 27

9:00 a.m.–12:00 p.m. Seminar
12:00–1:00 p.m. Lunch
1:00–6:00 p.m. Seminar
6:00 p.m. Dinner

FRIDAY, JANUARY 28

8:00–9:00 a.m. Breakfast
9:00 a.m.–12:00 p.m. Seminar



Assessment of Academic Advising Institute

St. Pete Beach, Florida • February 2–4, 2005

I came with very little understanding of assessment. I am leaving empowered to help launch an assessment initiative in our college.

—Jane Jacobson,
Iowa State University

The experience you receive from attending the institute is refreshing. The staff and facilitators create an environment that is very open and supportive. They tackle assessment topics that demand to be addressed. You find out that you're not alone and others are encountering similar assessment issues, concerns and problems at their institutions. You really appreciate learning about how others are dealing with those matters—some successfully, some not. The institute is a place where you develop friendships and come up with encouraging solutions. Plus you have fun!

—Babs Mowery,
University of Pittsburgh

Assessment of academic advising is an essential piece of a successful and effective academic advising program for any campus. This intensive institute will focus on the components of a successful assessment program as well as provide specific strategies and tools for developing and implementing assessment programs on your campus.

WHO SHOULD ATTEND

The Assessment of Academic Advising Institute is designed for directors of advising, vice presidents, presidents, department chairpersons, directors of assessment/institutional research, deans, associate deans, assistant deans, advising coordinators, and campus advising task force members.

FORMAT

This intensive, working institute will feature practicing professionals with experience and expertise in assessment of academic advising. Participants will be given opportunities to interact with the presenters and to network with others in attendance.

TOPICS

- Planning for Assessment
- Advisor Assessment/Evaluation
- Assessment Tools
- Self-Assessment Using the CAS Standards
- Developing & Assessing Student Learning Outcomes
- Definitions and Types of Assessment
- Advising Program Assessment/Evaluation
- Strategies/Techniques of Assessment
- Use of Assessment for Program Improvement

TENTATIVE AGENDA

TUESDAY, FEBRUARY 1

4:00–7:00 p.m. Registration Open

WEDNESDAY, FEBRUARY 2

7:30 a.m. Registration opens
9:00–11:00 a.m. General Session
11:00 a.m.–12:30 p.m. Group Discussion
12:30–1:30 p.m. Lunch
1:30–3:00 p.m. General Session
3:15–5:45 p.m. Group Discussion
5:45–6:45 p.m. Dinner

THURSDAY, FEBRUARY 3

7:45–8:45 a.m. Breakfast
9:00–11:00 a.m. General Session
11:00 a.m.–12:30 p.m. Group Discussion
12:30–1:30 p.m. Lunch
1:30–3:00 p.m. General Session
3:15–5:45 p.m. Group Discussion
Dinner on your own

FRIDAY, FEBRUARY 4

7:45–8:45 a.m. Breakfast
9:00 a.m.–12:00 p.m. General Session

Effectively Engaging Faculty in Academic Advising Seminar: Jan. 27-28, 2005

Academic Advising Administrators' Institute: Jan. 30-Feb. 1, 2005

Assessment of Academic Advising Institute: Feb. 2-4, 2005

St. Pete Beach, FL

Last Name _____		First Name _____	M.I. _____
(nickname for name badge, if different) _____		Title _____	
Institution _____			
Address _____			
Address _____			
City _____	State/Province _____	Zip _____	
Day Phone _____		Emergency Phone _____	
E-mail _____		Fax _____	

Early Registration Special: Before January 4, 2005

Choose *ONE* fee Prior to 01/04/05 After 01/04/05

CURRENT NACADA MEMBER

(Fee for current members)

Administrators' Institute Only	<input type="checkbox"/> \$435	<input type="checkbox"/> \$475
Assessment Institute Only	<input type="checkbox"/> \$435	<input type="checkbox"/> \$475
EEFAA Seminar Only	<input type="checkbox"/> \$295	<input type="checkbox"/> \$335
Institute/Institute Combo	<input type="checkbox"/> \$770	<input type="checkbox"/> \$850
Institute/Seminar Combo	<input type="checkbox"/> \$655	<input type="checkbox"/> \$735

Check which institute ____ Administrators' ____ Assessment

NACADA NONMEMBER

(Includes one year membership—Complete & enclose membership form on next page)

Administrators' Institute Only	<input type="checkbox"/> \$490	<input type="checkbox"/> \$530
Assessment Institute Only	<input type="checkbox"/> \$490	<input type="checkbox"/> \$530
EEFAA Seminar Only	<input type="checkbox"/> \$350	<input type="checkbox"/> \$390
Institute/Institute Combo	<input type="checkbox"/> \$825	<input type="checkbox"/> \$905
Institute/Seminar Combo	<input type="checkbox"/> \$710	<input type="checkbox"/> \$790

Check which institute ____ Administrators' ____ Assessment

NONMEMBER

(No membership included)

Administrators' Institute Only	<input type="checkbox"/> \$515	<input type="checkbox"/> \$555
Assessment Institute Only	<input type="checkbox"/> \$515	<input type="checkbox"/> \$555
EEFAA Seminar Only	<input type="checkbox"/> \$375	<input type="checkbox"/> \$415
Institute/Institute Combo	<input type="checkbox"/> \$850	<input type="checkbox"/> \$930
Institute/Seminar Combo	<input type="checkbox"/> \$735	<input type="checkbox"/> \$815

Check which institute ____ Administrators' ____ Assessment

SIGNATURE REQUIRED: _____

I certify that I will secure payment for the total amount due.

METHOD OF PAYMENT (CHOOSE ONE):

Note: NACADA FEIN number: 48-1114759

Check (Checks payable to NACADA) # _____

Agency Purchase Order # _____

APO must be attached. Payment is required before the event.

Credit Card (check one) Visa Master Card American Express

Card number: _____

Expiration date: ____/____/____ Cardholder name (Please print): _____

Signature: _____

REGISTRATION

Registration may be made via:

FAX: 785/532-7732

Mail: NACADA
2005 Seminar/Institutes
2323 Anderson Avenue,
Suite 225
Manhattan, KS 66502-2912

REFUND POLICY

Prior to January 2: A refund of conference fees, less a \$50 administrative fee, will be made with a written request.

January 2-25: A 50% refund of registration fee with written notice.

Due to facility and institute obligations, no refunds can be given after January 25. Membership dues are nonrefundable.

SEMINAR Meals Included

Thursday: Lunch/Reception

Friday: Breakfast

INSTITUTE Meals Included

1st Day: Lunch/Dinner or Reception

2nd Day: Breakfast/Lunch

3rd Day: Breakfast

Services/Accommodations for

Delegates with Disabilities

Contact the NACADA Executive Office by January 4, 2005, if you need special services or accommodations to participate in these events.

QUESTIONS & INFORMATION

Web Site:

www.nacada.ksu.edu

Email:

nacada@ksu.edu

Phone:

(785) 532-5717

Take advantage of the discounts by signing up for two events!





NACADA NEW MEMBER REGISTRANTS ONLY

Submit with
2005 St. Pete Beach registration form

2005 ST. PETE BEACH INSTITUTES/SEMINAR: MEMBERSHIP APPLICATION

Last Name _____ First Name _____ Initial _____

Title _____ Institution _____

ROLE: (Choose only one)

- Faculty Advisor (FA)
- Academic Advisor/Counselor (PA)
- Advising Administrator (AA)
- Counselor (CN)
- Non-Institutional (NI)
- Other (OT)

DEMOGRAPHIC INFORMATION: (Optional)

- | | | |
|--|---------------------------------|--|
| <u>ETHNIC BACKGROUND:</u> | <u>GENDER:</u> | <u>AGE:</u> |
| <input type="checkbox"/> African American/Black | <input type="checkbox"/> Female | <input type="checkbox"/> Under 22 <input type="checkbox"/> 51-60 |
| <input type="checkbox"/> Native American | <input type="checkbox"/> Male | <input type="checkbox"/> 22-30 <input type="checkbox"/> 61-70 |
| <input type="checkbox"/> Hispanic/Latino | | <input type="checkbox"/> 31-40 <input type="checkbox"/> Over 70 |
| <input type="checkbox"/> Asian American | | <input type="checkbox"/> 41-50 |
| <input type="checkbox"/> European American/White | | |
| <input type="checkbox"/> Other | | |

*COMMISSIONS: (Choose up to 2)

- C05 Advising Administration
- C01 Advising Adult Learners
- C11 Advising Business Majors
- C22 Advising Education Majors
- C06 Advising Graduate and Professional Students
- C12 Advising Student Athletes
- C16 Advising Students with Disabilities
- C19 Advising Transfer Students
- C13 Advising Undecided and Exploratory
- C17 Advisor Training & Development
- C32 Assessment of Advising
- C21 Engineering & Science Advising
- C26 ESL/International Student Advising
- C15 Faculty Advisors
- C18 LGBTQA Concerns
- C03 Multicultural Concerns
- C08 Small Colleges and University
- C14 Technology in Advising
- C07 Two-Year Colleges

*INTEREST GROUPS: (Choose up to 2)

- C33 Advising Fine Arts Students
- C28 Advising High Achieving Students
- C35 Canada
- C23 Distance Education Advising
- C31 First-Generation College Student Advising
- C20 Health Professions Advising
- C24 High School to College Advising
- C30 Liberal Arts Advising
- C36 Native American and Tribal College
- C37 Peer Advising & Mentoring
- C34 Pre-Law Advising
- C25 Probation/Dismissal/Reinstatement Issues
- C38 Study Abroad Advising
- C27 Theory and Philosophy of Advising

**Refer to the web for details on commissions and interest groups at: www.nacada.ksu.edu*

ACADEMIC AREA: Curriculum in which you primarily advise (Choose only one)

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Education | <input type="checkbox"/> Home Ec. /Human Ecology | <input type="checkbox"/> Social Sciences |
| <input type="checkbox"/> Allied Health/Medicine | <input type="checkbox"/> Engineering | <input type="checkbox"/> Humanities | <input type="checkbox"/> Undecided Students |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Fine Arts | <input type="checkbox"/> Law | <input type="checkbox"/> Multiple Areas |
| <input type="checkbox"/> Business | <input type="checkbox"/> General Arts & Sciences | <input type="checkbox"/> Natural/Computer Sciences | <input type="checkbox"/> Other |

USE OF INFORMATION: (to be excluded check box)

- Periodically NACADA distributes mailing lists to other educational entities.

NACADA and Kansas State University are committed to nondiscrimination. Contact the Director of Affirmative Action, KSU, 214 Anderson Hall, Manhattan, KS 66506.

NACADA PUBLICATIONS & RESOURCES

NACADA's goal to promote quality academic advising is supported by the development and publication of materials and resources to be utilized by administrators and advisors. Refer to NACADA's web site at www.nacada.ksu.edu for information on related publications, videos, the first on-line Graduate Certificate Program in Academic Advising, and other advising resources.

These are working institutes!

Be sure to include an extra day at the hotel so you can enjoy the Gulf and the surrounding area!

HOTEL INFORMATION—TRADEWINDS ISLAND GRAND HOTEL

The TradeWinds Island Grand Hotel is a four-diamond, fun, family-friendly Florida beach resort spanning 18 tropical acres. This sprawling oceanfront resort overlooks the Gulf of Mexico and boasts something for everyone. You will be greeted with miles of white sand beaches to stroll, breathtaking sunsets, spa services to pamper, and whirlpools to relax and rejuvenate. Guest units boast white wicker furnishings and combine the ambience of the tropics with necessities such as cable TV, refrigerators, coffee makers and microwaves. Be sure to visit the hotel web site at: <http://islandgrand.tradewindsresort.com>.

HOTEL RESERVATIONS—TRADEWINDS ISLAND GRAND HOTEL

You must mention you are with NACADA in order to receive this discounted rate.

Make your reservation early. Reservations at the Institute/Seminar rate must be received by January 6, 2005. The room block will be released to the general public after this date. NACADA's room allocation may sell out before this date. The hotel may accept reservations after January 7, 2005, as long as rooms are available. All rooms have a small refrigerator and a microwave. Single/double rates are \$138 per night and one-bedroom suites are \$170, all are subject to applicable taxes. Suites provide a separate bedroom. Rates apply four (4) days before and four (4) days after the Institute. Ask for the NACADA Academic Advising Administrators' Institute block.

AIRPORT TRANSPORTATION TO TRADEWINDS ISLAND GRAND HOTEL

You must mention you are with NACADA in order to receive this discounted rate.

Super Shuttle will provide direct non-stop service to and from the resort for \$34 roundtrip or \$20 one way. Super Shuttle guarantees that participants will wait no more than 20 minutes for transportation after check-in if prior reservations are made. Call (727) 572-1111 or (800) Blue-Van. Reservations are appreciated!

For Avis Car Rental: Special discounted rates are available to attendees. For rates and reservations visit www.nacada.ksu.edu and click on "Events."



RESERVATION REQUEST

Please use this form to make your Group Reservations

Reservations Fax #: (727) 363-2222 or E-Mail: groupreservations@twresort.com

Group: NACADA

Date of Function: January 27–February 4, 2005

Hotel Room \$138.00

One Bedroom Suite, based upon availability \$170.00

REQUESTS: Nonsmoking

Smoking

A specific number of rooms are being held at this rate until January 6, 2005. After this date, all group requests will be subject to rate/room type available.

Please make your reservation as soon as possible.

Name _____ Organization/Firm _____

Address _____ Phone Number _____

City _____ State _____ Zip _____ Fax Number _____

E-Mail _____

Arrival Date _____ Arrival Hour (Check-in 4:00 p.m.) _____ Departure Date (Check-out noon) _____

Number of People in Room _____ Sharing With _____

A one night deposit by check or credit card is required: Check enclosed \$ _____

(Personal checks are not accepted for payment at check-out.)

Please charge to: MasterCard Visa American Express *(Credit cards will not be charged until check-in)*

Card Number _____ Exp. Date _____

Name on Card _____ Signature _____

- All rooms are subject to applicable taxes unless attendee provides proof of tax exempt status prior to check-in.
- Group rates and availability for arrivals four days prior and departures four days after above group dates are on a space available basis only.
- Group rates may not be combined with any other special offer, package or discount.
- REFUNDS: Deposits are refunded provided your reservation is cancelled at least 48 hours prior to 4:00 p.m. on your arrival date. Please retain the cancellation number given.
- A nightly resort amenity fee (EVP/Parking) is included in each overnight hotel room or suite rate. Non-overnight guests will be charged a parking rate of \$8.00 per day

Return this form with deposit to:

TradeWinds Island Grand /Group Reservations Dept., PO Box 66307, St. Pete Beach, FL 33706
Group Reservations: (800) 808-9833 Fax: (727) 363-2222 E-Mail: groupreservations@twresort.com

DO NOT RETURN THIS FORM TO THE NACADA EXECUTIVE OFFICE