

Ethical/Legal Issues in Academic Advising Seminar

Clearwater Beach, Florida

February 2–3, 2006

I was one of the truly lucky ones. In Winter, 2005, I attended three different but related NACADA training sessions: the Topical Seminar, the Administrator's Institute, and the Assessment Institute. All three sessions confirmed that NACADA is made up of the most knowledgeable and professional members, faculty and staff of any organization I have ever belonged to. It was definitely worth my college's and my time, effort and money to attend; our academic advising program will be reaping the benefits for years to come. The Gulf Coast wasn't so bad either!"

Carlos Delgado,
Spokane Falls Community College



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



I never realized how truly related value statements, mission statements, and assessment plans are to each other. I now have a much clearer understanding of the need to start with the big picture first (value and mission statement) before I can attempt to assess my program and services. Moving away from student satisfaction surveys and moving towards learning outcomes is the way to go!

Casey Self, Executive Director
Arizona State University

Purpose

The Seminar will provide participants with a foundation for the ethical frameworks that drive decision making for advisors and understand the legal implications of these decisions.

Who Should Attend

The seminar is designed for professional advisors, faculty advisors, and advising administrators who are concerned about the ethical and legal issues in academic advising.

Seminar Format

Seminar faculty will provide participants with essential information regarding ethical decision-making; participants will receive the most up-to-date legal information and discuss its implications for advising and higher education. Case studies will be utilized throughout the seminar to provide hands-on opportunities for the participants. In addition, the seminar will provide specific suggestions and examples for incorporating the information and activities into advisor education programs on campuses.

Topics

- FERPA Then and Now
- Confidentiality and Trust in the Student/Advisor Relationship
- Accountability and Accuracy in Advising
- Student Responsibilities and Advisor Obligations
- Process and Fairness in Advisor Decisions
- Flashpoints of Discrimination: Race, Gender, and Disability

2nd Annual

Assessment of Academic Advising Institute

Clearwater Beach, Florida

February 8–10, 2006

Assessment of academic advising is essential for a successful and effective academic advising program on any campus. This intensive institute focuses on the components of a successful assessment program as well as provides specific strategies and tools for the development and implementation of 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 features practicing professionals with experience and expertise in assessment of academic advising. Participants are given opportunities to interact with the presenters and time to network with others in attendance.

Topics

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

Our charge was to develop a university-wide advising plan. The faculty of the NACADA Institutes went out of their way to assist us with our charge. It is a rare occurrence to be able to pick the brains of so many of the nation's leading experts in academic advising. I highly recommend the Institute for institutions who want to make significant improvement in their academic advising program.

Janet Spence, Director,
University-Wide Advising Practice
University of Louisville



I arrived at the Institute thinking about the transition from part-time to full-time advisors...my working group was amazing...helped me develop a specific action plan...four months later it's approved and we are hiring our first group of full-time advisors! A fantastic experience and I look forward to coming back to work on my next challenge!

David Goss, Director, Academic
Advising & Planning Center
College of Charleston



Purpose of the Institute

What is your most pressing advising administration issue? The nation's leading advising experts will help you craft a workable action plan for your institution. You will also receive feedback and advice from others in your group.

Who Should Attend

This institute is designed for all levels of advising administrators: new or experienced; those administering centralized or decentralized advising programs; or those working with faculty-based advising programs. In addition, chief academic affairs officers, chief student affairs officers, and presidents will benefit greatly from this experience.

Format

The institute utilizes learning community groups facilitated by leaders in the field of academic advising administration. Institute faculty will:

- Respond to the latest campus issues and facilitate a process that will help you better understand these issues
- Help you address issues within your academic advising programs
- Assist you in utilizing available resources and expertise
- Help you develop a clearer sense of your academic advising programs, how to effectively administer them, and how your programs can better fit within your own institution
- Guide you to develop an action 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
- Utilization of CAS Standards and CORE Values

About NACADA...

The National Academic Advising Association (NACADA) serves over 8,000 members representing all 50 states, Puerto Rico, Canada, and several other countries. Members represent higher education institutions across the spectrum of Carnegie college classifications and include professional advisors/counselors, faculty, administrators, and students whose responsibilities include academic advising.

NACADA strives to enhance student development through effective academic advising by providing publications; advisor training materials; conferences, institutes and seminars; awards and scholarships; research grants; and a national clearinghouse of information.

For more information contact NACADA:

Phone: 785/532-5717

Email: nacada@ksu.edu

Web: www.nacada.ksu.edu

| | | | |
|---|--|-----------------------|------------|
| 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 9, 2006

Choose **ONE** fee Prior to 01/09/06 After 01/09/06

Current NACADA Member

(Fee for current members)

| | | |
|--|----------------------------------|----------------------------------|
| Administrators' Institute Only | <input type="checkbox"/> \$450 | <input type="checkbox"/> \$490 |
| Assessment Institute Only | <input type="checkbox"/> \$450 | <input type="checkbox"/> \$490 |
| Ethical/Legal Seminar Only | <input type="checkbox"/> \$295 | <input type="checkbox"/> \$335 |
| Institute/Institute Combo | <input type="checkbox"/> \$850 | <input type="checkbox"/> \$930 |
| Institute/Seminar Combo | <input type="checkbox"/> \$720 | <input type="checkbox"/> \$800 |
| Check which institute _____ Administrators' _____ Assessment | | |
| All three (2 institutes and 1 seminar) | <input type="checkbox"/> \$1,095 | <input type="checkbox"/> \$1,215 |

NACADA Nonmember (Combo)

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

| | | |
|--|----------------------------------|----------------------------------|
| Administrators' Institute Only | <input type="checkbox"/> \$505 | <input type="checkbox"/> \$545 |
| Assessment Institute Only | <input type="checkbox"/> \$505 | <input type="checkbox"/> \$545 |
| Ethical/Legal Seminar Only | <input type="checkbox"/> \$350 | <input type="checkbox"/> \$390 |
| Institute/Institute Combo | <input type="checkbox"/> \$905 | <input type="checkbox"/> \$985 |
| Institute/Seminar Combo | <input type="checkbox"/> \$775 | <input type="checkbox"/> \$855 |
| Check which institute _____ Administrators' _____ Assessment | | |
| All three (2 institutes and 1 seminar) | <input type="checkbox"/> \$1,150 | <input type="checkbox"/> \$1,270 |

Nonmember

(No membership included)

| | | |
|--|----------------------------------|----------------------------------|
| Administrators' Institute Only | <input type="checkbox"/> \$530 | <input type="checkbox"/> \$570 |
| Assessment Institute Only | <input type="checkbox"/> \$530 | <input type="checkbox"/> \$570 |
| Ethical/Legal Seminar Only | <input type="checkbox"/> \$375 | <input type="checkbox"/> \$415 |
| Institute/Institute Combo | <input type="checkbox"/> \$1,010 | <input type="checkbox"/> \$1,090 |
| Institute/Seminar Combo | <input type="checkbox"/> \$880 | <input type="checkbox"/> \$960 |
| Check which institute _____ Administrators' _____ Assessment | | |
| All three (2 institutes and 1 seminar) | <input type="checkbox"/> \$1,360 | <input type="checkbox"/> \$1,480 |

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 MasterCard American Express
- Card number: _____
- Expiration date: ____/____/____ Cardholder name (Please print): _____
- Signature: _____

REGISTRATION

Registration may be made via:

FAX: (785) 532-7732

Mail: NACADA
 2006 Seminar/Institutes
 2323 Anderson Avenue,
 Suite 225
 Manhattan, KS 66502-2912

SEMINAR Meals Included

Thursday: Lunch/Reception
 Friday: Breakfast

INSTITUTE Meals Included

1st Day: Lunch/Reception
 2nd Day: Breakfast/Lunch
 3rd Day: Breakfast

Services/Accommodations for Delegates with Disabilities

Contact the NACADA Executive Office by January 4, 2006, if you need special services or accommodations to participate in these events.

REFUND POLICY

Prior to January 4: A refund of conference fees, less a \$50 administrative fee, will be made with a written request.

January 4–25: A 50% refund of registration fee with written notice.

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

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 more than one event.

NACADA

National Academic Advising Association

MEMBERSHIP INFORMATION

Complete the information below

ONLY if you chose the NACADA Combo registration fee for the 2006 Institutes/Seminar Clearwater Beach

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, for research purposes only.)

Ethnic Background:

- African American/Black
- Native American
- Hispanic/Latino
- Asian American
- European American/White
- Other

Gender:

- Female
- Male

Age:

- Under 22
- 22-30
- 31-40
- 41-50
- 51-60
- 61-70
- Over 70

You may choose a total of any four (4) of the following:

*Refer to www.nacada.ksu.edu for further information on Commission and Interest Group membership.

*COMMISSIONS:

- C01 Advising Adult Learners
- C03 Multicultural Concerns
- C05 Advising Administration
- C06 Advising Graduate and Professional Students
- C07 Two-Year Institutions
- C08 Small Colleges and University
- C11 Advising Business Majors
- C12 Advising Student Athletes
- C13 Advising Undecided and Exploratory
- C14 Technology in Advising
- C15 Faculty Advisors
- C16 Advising Students with Disabilities
- C17 Advisor Development
- C18 Lesbian, Gay, Bisexual Transgendered & Allies Concerns
- C19 Advising Transfer Students
- C21 Engineering & Science Advisors
- C22 Advising Education Majors
- C26 ESL/International Student Advising
- C30 Liberal Arts Advising
- C32 Assessment of Advising

*INTEREST GROUPS:

- C20 Health Professions Advising
- C23 Distance Education Advising
- C24 High School Counselor/College Academic Advisor Connection
- C25 Probation/Dismissal/Reinstatement Issues
- C27 Theory and Philosophy of Advising
- C28 Advising High Achieving Students
- C31 First Generation College Student Advising
- C33 Advising Fine Arts Students
- C34 Pre-Law Advising
- C35 Canada
- C36 Native American & Tribal College
- C37 Peer Advising & Mentoring
- C38 Study Abroad Advising
- C39 Advising Urban Affairs Majors

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 |

YEARS ADVISING: How long have you been advising?

- < 3 years 3-5 years 6-10 years 11-15 years > 15 years

A list of each conference participant's name, institution, and email will be available to all participants. To exclude your information, email a request to nacada@ksu.edu, specifying this conference.

NACADA may provide directory information on members. To withhold your information, email a request to nacada@ksu.edu.

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 - Hilton Hotel Clearwater Beach

The **Hilton Clearwater Beach Resort** is located on 10 acres of sandy white beach overlooking the Gulf of Mexico. Relax in a beach chair, work out in the fitness center or enjoy refreshing swims in one of two beachside pools.

Set against an amazing backdrop of the world's whitest beaches, the Hilton Hotel has a lot to offer its guests. Room amenities include down pillows; hair dryer; cable television and recent release movies; iron and ironing board; a complimentary morning newspaper; data port capabilities; a small refrigerator; and an individual coffee maker.

The hotel is just a short drive from the Tampa International Airport and such activities as the Salvador Dali Museum, Florida & Clearwater Aquarium, Busch Gardens, Harborview Center, the Bluejays, Phillies and Yankees training camp, Tropicana Field, 90 minutes to Orlando and more.

Hotel Reservations - Hilton Hotel Clearwater Beach

Make your reservation early. Reservations at the Institutes/Seminar rate must be received by **January 19, 2006**. 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 19, 2006**, as long as rooms are available. **Single/double rates** are \$159 per night and are subject to applicable taxes. Rates apply three (3) days before and three (3) days after the Institutes and Seminar. Ask for the NACADA Academic Advising Administrators' Institute block. Rooms are assigned at check-in; the Clearwater Hilton will not assign "Park View" or "Gulf View" rooms prior to check-in.

The hotel offers two convenient ways to check availability and make reservations:

1. Contact Hilton Clearwater directly by phone: 727-461-3222 or 877-461-3222. **When making reservations by phone, you must mention you are with NACADA in order to receive this discounted rate.**
2. Type the following link in your web browser to make online reservations:

<http://www.hilton.com/en/hi/hotels/index.jhtml?ctyhocn=PIECBHF>

Or, a link to this web site is available at the NACADA web page. Go to *www.nacada.ksu.edu*, click "Events"; follow the links to the Institute/Seminar you are interested in attending.



Shuttle Transportation from the Airport to the Hilton Hotel

Super Shuttle will provide service to and from the Hilton Hotel for \$22 one way or \$40 round trip. Super Shuttle guarantees a wait of no longer than 30 minutes for transportation after check-in. Call (800) 258-3826 (800 BLUE VAN) for reservations. Reservations are not required going to the hotel but it does help Super Shuttle plan ahead on how many shuttles will be needed at one time. Reservations are required for the return trip.

For Avis Car Rental: Special discounted rates are available to attendees. For rates and reservations visit the NACADA web pages at *www.nacada.ksu.edu*.

NACADA

National ACademic ADvising Association

Three Professional Development Opportunities

Join us on the Beach!



Ethical/Legal Issues in Academic Advising Seminar

February 2–3, 2006

Hilton Hotel

Clearwater Beach, Florida

4th Annual

Academic Advising Administrators' Institute

February 5–7, 2006

Hilton Hotel

Clearwater Beach, Florida

2nd Annual

Assessment of Academic Advising Institute

February 8–10, 2006

Hilton Hotel

Clearwater Beach, Florida

Clearwater Beach, Florida
Hilton Hotel

February 8–10, 2006

Assessment of Academic Advising Institute

*The Only Professional Development Opportunity Focused Specifically on the
Issues Facing Academic Advising Administrators*

February 5–7, 2006

Academic Advising Administrators' Institute

4th Annual

February 2–3, 2006

Ethical/Legal Issues in Advising Seminar

SPECIAL SAVINGS FOR TWO OR MORE EVENTS!

THREE PROFESSIONAL DEVELOPMENT OPPORTUNITIES
JOIN US ON THE BEACH!

NATIONAL ACADEMIC ADVISING ASSOCIATION
Kansas State University
Manhattan, KS 66502-2912
400

NACADA

National Academic Advising Association

Manhattan, Kan. 66502

Permit #525

PAID

U.S. POSTAGE

Nonprofit Organization