Administrators’ Institute Advisory Board  
**Monday, October 3, 2011**  
2:00 pm - 3:30 pm  
Colorado Convention Center 503

Visit [http://www.nacada.ksu.edu/Leadership/Meetings-AdvBoards-TaskForces.htm](http://www.nacada.ksu.edu/Leadership/Meetings-AdvBoards-TaskForces.htm) for meeting room details and maps of convention center.

I. Welcome and Introductions  
   Casey Self, Outgoing Chair & Bill Torgler, Chair Elect

II. Update on Seminar Plans:  
   Academic Advising as Teaching and Learning: Theory to Practice.  
   Jayne Drake – Faculty and Curriculum Coordinator  
   (Description we will make sure to communicate this would be targeted to both faculty and professional advisors)

III. AI Action/Discussion items

- Review of Annual Report – comments/questions (attachment provided)
- Review AI and Winter Seminar Outcomes Document – comments/suggestions (attachment provided)
  - Leadership Development component – Huge success in Clearwater, 2011. Will be continuing including in 2012, and highly recommended to include in future.  
  - Concurrent Sessions – no changes recommended – topics provided on back of agenda  
  - Small Group Session increased – Leadership Development Activities  
  - Consultants sessions
- Acknowledge faculty selected for AI 2012 in San Diego  
  - Betsy McCalla-Wriggins - Retired from Rowan University (NACADA past president) (experience with leadership development/leadership styles)  
  - Mark Taylor - University of Kentucky  
  - Maura Reynolds - Hope College (small college)  
  - Sallie Paschal - Georgia Perimeter College (two year college)  
  - Casey Self - Outgoing chair – faculty for past four years  
  - Bill Torgler – Incoming chair – new to faculty

IV. Continuing discussion to establish formal training program for advisors aspiring to become advising administrators – Bill Torgler & Janet Spence

V. For the Good of the Order
2011 AI Concurrent Sessions Offered:

Administering Advising Programs in Difficult Fiscal Times/Money Matters

Developing and Assessing Student Learning Outcomes

Connecting academic advising to national conversations about learning in higher education Engaging Faculty in Advising

Developing and Administering Advising Training and Development Programs

Developing Leadership Among Your Staff

Program Evaluation

Maintaining Harmony and Building Staff Morale

Performance Evaluations for Professional Staff

What Advising Administrators Need to Know About Legal Issues

Leading the Charge to Develop an Assessment Plan for Academic Advising

Conducting Research in Advising