Administrators’ Institute Advisory Board
2014 Annual Meeting Agenda
Virtual Meeting: Sept. 12, 2014

Attendees:
Stephanie Hands - Chair, Erin Justyna, Selma Haghamed, Francis Atuahene, Austin McNair, Jennifer Rush - EO

1) Welcome and Introductions
   • Thank you to outgoing Board members
     ▪ Chiquita Henderson, State College of Florida (2012-2014)
     ▪ Willa Marie Jackson, Ohio University (2012-2014)
     ▪ Gerald Williams, Bainbridge College (2012-2014)
   • Welcome to new Board members
     ▪ Selma Haghamed, Qatar University (2014-2016) renewing term
     ▪ Scott Vaughn, East Tennessee State University (2014-2016)
     ▪ Francis Atuahene, West Chester University of Pennsylvania (2014-2016)
     ▪ Kimberly Altura, San Francisco State University (2014-2016)

2) Update on 2015 Administrators' Institute
   • Continued focus on leadership development.
   • Faculty will include Charlie Nutt (if demand requires), Chrissy Davis (Spokane Falls Community College), Jennifer Joslin (University of Oregon), Casey Self (Arizona State University), Mark Taylor, and Bill Torgler (University of Akron).
   • Transition of faculty mentees Stephanie Hands (The University of New Mexico) and Josh Smith (Loyola University Maryland)
     ▪ Review of faculty
     ▪ Interns will both take on a new group
     ▪ Working on phasing Charlie out of being required to attend
     ▪ Maura Reynolds, long term faculty is stepping out this year

3) Update on Winter Seminar Plans
   • Topic: TBD – not available at time of posting
   • Lead faculty: Additional faculty TBD
   • Topics for the future – planning
     ▪ The Completion Agenda is being considered for 2015
       • Needs of specific groups as well, what resources are available to them etc.
       • Retention/Graduation issues are huge concerns
     ▪ Future:
       • Online/distance schools
       • Possibility of an overarching theme to include peer and faculty

4) AI Action/Discussion Items
   • Review of 2014 End of Year Report.
     o Review of the report
       • 1 – More information about the faculty placed on the web
       • 2 – continue to develop the new/aspiring focus as the Institute; went well, well attended
         o Roundtable discussions need to be more structured
         ▪ Will need new facilitator since Hands in going into consultations as faculty
         ▪ Erin volunteers if she is able to attend
       • 3 – Continue to look for new faculty; Interest forms provided in the session book; the Intern program was a great success
         o If board members are interested in working at the Institute, let Stephanie know
       • 4 – Seminar topic, instead of asking what topics they want, we asked what are areas of concerns to you now.
         o Currently leaning towards The Completion Agenda for 2015
   • Review AI and Winter Seminar Outcomes Document
• Review AI curriculum
  ▪ Past presentations
    • What needs to stay
    • What needs updating
    • What can we add
      o Reviewed the matrix of sessions offered over the past 5 years; reviewed session counts over last 3 years
      o Faculty suggested keeping the Plenary but looking at delivery options (i.e. panel, taking head, mix)
        ▪ Board suggested panels could work if planned
      o Concurrent – standard set of sessions offered for past 5 years
        ▪ Faculty suggested taking the very popular sessions and offering them twice, and putting low numbers on the back burner
          • Board felt it was a good idea, but it may depend on number of participants
          • Need to figure out a way to determine the session for new vs advanced Admin.
        ▪ Combining sessions to allow room for double up:
          • We offer 3 sessions on Assessment, can they be combined
          • Program Assessment and Developing a Plan could be combined
          • Harmony/Morale sessions may be able to be folded into Leadership
          • Potential of Advisory and Leadership could be combined
          • Managing retention with a higher student caseload if fewer staff & $$ matters
            ▪ Need to pull in retention/completion into one of the topics
  • Continuing the area of expertise form for each faculty. This will assist in our participants choosing a faculty member during consulting times.

5) Future direction for the board
  • Establish goals

6) New Business