Administrators’ Institute Advisory Board
2014 Annual Meeting Agenda
Physical Meeting: October 9, 2:00-3:00 p.m.
Convention Center Room 202A

Attendees: Stephanie Hands – Chair, Bill Torgler – outgoing Chair, Karen Archambault, Chrissy Davis-Jones, Erin Justyna-Hayes, June Marlow, Austin McNair, Kim Altura; Jennifer Rush – EO, Casey Self as past chair

1) Welcome and Introductions
   • Thank you to outgoing Board members
     - Chiquita Henderson, State College of Florida (2012-2014)
     - WillaMarie 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)
     - Kimberley 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)

Discussion:
Reviewed 2014 meeting
• New & Aspiring Focus
• Review of faculty
• Interns will come on board for 2nd year as Advanced Interns
• Roundtables worked but need more structure

3) Update on Winter Seminar Plans
   • Topic: TBD – not available at time of posting
   • Lead faculty: Additional faculty TBD
   • Topics for the future – planning

4) AI Action/Discussion Items
   • Review of 2014 End of Year Report.
     • Review AI and Winter Seminar Outcomes Document
     • Review AI curriculum
       • Past presentations
         • What needs to stay
         • What needs updating
         • What can we add
     • Continuing the area of expertise form for each faculty. This will assist in our participants choosing a faculty member during consulting times.

Discussion
• Plenary Pedagogy change
  o Advising as Learning and Teaching – new format as a Panel Discussion – Pilot
    • Incorporate the importance of Research
    • Have research follow the Plenary
• Concurrent sessions
  o Each sessions will all touch on core values of the Institute
  o In response to attendance numbers in concurrent we are doubling up two of the popular sessions
  o Doubling up Training and Development and Developing Teams; dropping Fiscal Times, Legal Issues
The two sessions we are dropping will have information included in the book and Participant Only site

- Do we need to set up an Advanced Track
  - Indicate more advanced sessions
- Research – new title to fully illustrate the value
  - Need to know why it is important to support, provide opportunity to do so, reward for it
    - Career Ladders is a big issue on campuses right now
      - Talked about in Harmony/Staff Moral

Brought up thought of forming sub-committee with faculty, board, commission group, attendee.

- Advisory Board – to look at Core Values
- Sub-group – foundations of the core – broad subjects
- Faculty – develop the topics based on subjects tying back to the core values
- Review of core values and foundations done every three years with faculty redeveloping topics based on review

Link on the web page – what to expect
- Primer
- Highlight the core values of the event

5) Future direction for the board

- Establish goals
- Need to establish calendar to move the board into a pre-active board instead of re-active so as to influence the next upcoming event
- Chair needs to reach out to the Chair of the Commission – get them on the board, get them involved and working with the Advisory Board
- Follow up with board to look at a plan next year after the event
  - In-depth review for 2016
  - Set up monthly meetings - virtual

6) New Business

- In 2016, the sequence of Winter events will change putting Assessment before the Seminar and Administrators’ after the Seminar