

UNIVERSITY OF ILLINOIS  
AT URBANA-CHAMPAIGN

College of Liberal Arts and Sciences

General Curriculum Center  
912 South Fifth Street  
Champaign, IL 61820

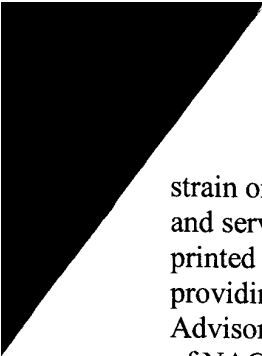


**2003 NACADA Region V Steering Committee  
Request for Advisor Training and Professional Development Grant  
7/15/03**

As an annual fall event, the Professional Development subcommittee of the Undergraduate Advising Committee at the University of Illinois Urbana-Champaign has facilitated a workshop for new and continuing advisors on campus. The purpose of this workshop is to welcome and educate advisors as well as to form a more collaborative advising community on campus. The Fall 2002 Advisor Training Workshop had a record attendance of approximately 115 individuals. This figure included not only the committee members and presenters, but also actual faculty members, advisors, and staff at UIUC (attendee list is included). Presenter topics included but were not limited to; student demographics, advising tools and communication, technology and web assistance, developmental approaches to advising, FERPA laws, and legal and confidentiality issues (resource folder included). This is an excellent time for advisors to become aware of and utilize campus, state and national resources such as application to advising organizations such as ILLiAAC and NACADA.

ILLiAAC, Academic Advisors at the University of Illinois, (membership application form and membership list is included) was officially established during the 2002-2003 academic year to be the recognized voice for academic advising at our institution. With monies granted by the NACADA Region V Steering Committee, ILLiAAC became an allied member NACADA, establish an account for organizational expenses, set up a website and create brochures and informational materials for public relation purposes. ILLiAAC meets on a regular basis to keep campus advisors abreast of local and national information effecting their student population and advising strategies.

The Professional Development Committee, an ILLiAAC Committee, is comprised of a chair, co-chair and committee members. As stated in the ILLiAAC by-laws, the purpose of this Committee is to promote the professional growth and development of ILLiAAC's membership. The committee's duties also include the coordination and input or assistance with campus-wide advising. This year the Office of the Provost at the University of Illinois has given sole responsibility of the Fall Advisor Training Workshop to ILLiAAC's Professional Development Committee. With close regard to the Attendee Evaluations from the fall 2002 workshop (evaluation is included), we have changed the format of this year's workshop to a one-day event scheduled from 8:00 a.m. - 4:00 p.m. on Wednesday, August 20, 2003 (tentative program agenda is included). And while the Professional Development Committee welcomes the task of coordinating this workshop, the recent State and National budget crisis has put quite a financial



strain on the committee. The Office of the Provost has been generous with providing some funds and services for the workshop, however we are having difficulty with the costs of updating our printed material and resource folders, utilizing the necessary AV equipment for our speakers, and providing refreshments for our attendees. It is for this reason that we are requesting a \$500.00 Advisor Training and Professional Development Grant from the Region V Steering Committee of NACADA. Once again, this Advisor Training Workshop is an annual event, if monies should be granted by NACADA to the Professional Development Committee of ILLiAAC, we can also use these funds to actively and enthusiastically begin planning for the fall 2004 workshop. We thank you for your time and consideration and look forward to receiving a reply to this request. Please contact me if you should require additional information or have questions regarding any of the information that I provided.

Sincerely,


Carrie Mulvaney, Academic Advisor and Co-Chair, Professional Development Committee  
College of Liberal Arts and Sciences – General Curriculum Center  
University of Illinois Urbana-Champaign  
912 S. 5<sup>th</sup> Street  
Champaign, IL 61820  
217-333-4710  
217-244-4851  
[carriem@uiuc.edu](mailto:carriem@uiuc.edu)

---

---

**ILLiAAC FA03 Academic Advisor Training Workshop**  
**Wednesday, August 20, 2003**  
**Illini Union Rooms, 314 A & B**

- 8:00 – 8:30**                      **Registration and Continental Breakfast**  
Welcome to new and continuing advisors, faculty and staff
- 8:30 – 9:00**                      **UIUC Student Profile: Advising Tomorrow's Students**  
William L. Riley, Associate Vice Chancellor and Dean of Students
- 9:05 – 9:35**                      **Important Facts on FERPA Issues: What advisors need to know**  
Alice Poehls, University Registrar
- 9:35 – 9:45**                      **Break**
- 9:45 – 10:20**                    **Office of International Student Affairs**  
Ivor Emmanuel, Director
- 10:25 – 11:00**                   **UI Direct at a glance**  
Carol Firkins, Academic Advisor, Department of Community Health, College of Applied Life Studies  
**Welcome to BANNER: What to expect**  
Rebecca Wauthier, Assistant Director UI-Integrate, Office of Admissions and Records
- 11:05 – 12:00 p.m.**           **Advising Scenarios/Role Playing**
- 12:00 – 1:30**                    **Working lunch with advising groups**
- 1:30 – 2:30**                    **Role Playing Discussion: Question and Answer session on suggested methods of advising**
- 2:30 – 4:00**                    **Resource Fair**
- Office of the Dean of Students (Ruth McCauley)
  - Office of Student Financial Aid
  - Honors Programs
  - The Career Center
  - Division of Rehabilitation Educational Services DRES
  - CITES Help Desk
  - Bridge/Transition Program
-

- 
- ❑ ILLiAAC
  - ❑ The Counseling Center
  - ❑ Division of Intercollegiate Athletics
  - ❑ Study Abroad Office
  - ❑ Student Leadership Development
  - ❑ Office of Minority Student Affairs OMSA
  - ❑ McKinley Health Center
  - ❑ AAP
  - ❑ GIS/Summer Session
  - ❑ Office for Lesbian, Gay, Bisexual, and Transgender concerns  
LGBT
  - ❑ General Curriculum
  - ❑ Housing
-



**Presented by members of the Professional Development subcommittee of the Undergraduate Advising Committee, University of Illinois at Urbana-Champaign, and by members of the campus advising community.**

Julian Farrott, Assistant Dean and Director, General Curriculum Center, College of Liberal Arts and Sciences

Carrie Mulvaney, Academic Advisor, General Curriculum, College of Liberal Arts and Sciences

Randa Hodges, Academic Advisor, General Curriculum, College of Liberal Arts and Sciences

A. Dear Davis-Smith, Academic Advisor, College of Liberal Arts and Sciences

Barbara Hall, Advisor, Department of Speech Communication, College of Liberal Arts and Sciences

Jeff Bovee, Academic Advisor, Department of Kinesiology, College of Applied Life Studies

Ryan Gray, Academic Advisor, College of Commerce and Business Administration

Carolyn Horsman, Academic Advisor, College of Education

Gary Spezia, Academic Advisor, Department of Biological Sciences College of Liberal Arts and Sciences

Deneen DeMarie, Academic Advisor, Department of Psychology, College of Liberal Arts and Sciences

*Special thanks to all of our presenters and contributors.*



## **Academic Advisor Training Workshop**

August 21 & 22, 2002  
8:30 a.m. – 12 Noon  
Room A, Illini Union

*Sponsored by the Office of the Provost*

**Academic Advisor Training Workshop**  
**Room A, Illini Union**  
**August 21 & 22, 2002**  
**8:00 a.m. - 12:00 noon**

**Day 1**

- 8:00-8:30 **Registration and Continental Breakfast**  
**Welcome**  
 Julian Parrott, Assistant Dean and Director, General Curriculum Center, College of Liberal Arts and Sciences
- 8:30 - 9:00 **Who are our students? UIUC Student Demographics**  
 William Riley, Dean of Students
- 9:05 - 9:35 **Advisors' Tools and Communication**  
 Barbara Hall, Academic Advisor, Department of Speech Communications, College of Liberal Arts and Sciences
- 9:40 - 10:30 **FERPA and SSNs: Legal and Confidentiality issues**  
 Alice Pcehls, University Registrar
- 10:35 - 10:45 Break
- 10:45 - 11:20 **Using UIDirect: Technology and Web Assistance**  
 Ryan Gray, Academic Advisor, College of Commerce and Business Administration
- 11:25 - 12:00 **Defining advising and why it is important**  
 Jennifer Bloom, Associate Director, Medical Scholars Program.

**Day 2**  
**Resource Information**

- 8:00 - 8:30 **Registration and Continental Breakfast**  
**Introduction**  
 Carrie Mulvaney, Academic Advisor, LAS General Curriculum
- After a brief presentation and description of each office, participants are encouraged to visit each display table to gather additional information.  
 Please feel free to stay and get to know your co-workers.
- 8:30 Office of the Dean of Students  
 8:40 Office of Student Financial Aid  
 8:50 Campus Honors Program  
 9:00 The Career Center  
 9:10 Division of Rehabilitation Educational Services (DRES)  
 9:20 CITES Help Desk  
 9:30 Bridge/Transition Program  
 9:40 ILLiAAC  
 9:50 The Counseling Center  
 10:00 Division of Intercollegiate Athletics
- 10:10 - 10:20 Break**  
 10:20 McKinley Health Center  
 10:30 Student Leadership Development  
 10:40 Office of Minority Student Affairs (OMSA)  
 10:50 College of Education  
 11:00 Study Abroad Office  
 11:10 International Admissions  
 11:20 AAP  
 11:30 Continuing Education/GIS/Summer Session  
 11:40 Office for Lesbian, Gay, Bisexual, and Transgender concerns (LGBT)