

Advisors' Council: Training Committee
May 25, 2016

Members in attendance: April Anderson, Jessica Darsey, April Ebbinger, Lindsey Felix, Elizabeth Johnson, Kayla McAuliffe, Mary Beth Rayner

Using Blackboard:

Lindsey suggested using a Blackboard organization for the Training Committee due to the lack of availability of the S: Drive throughout campus, and also the disorganization of the S: Drive. Lindsey suggested that she will work with Jessica to load the appropriate files into the Blackboard organization.

Minutes:

The Advisors' Council Chair, Elizabeth Johnson, would like the committees to take minutes at each meeting. Mary Beth volunteered to take the meeting minutes for the Training Committee.

Goal/Mission of the Committee:

Lindsey reviewed the goals/mission of the training committee. The training committee was formed based on the results of the advising audit. The committee was charged with creating an advising handbook and implementing training for advisors on campus.

Sub-committees:

Lindsey suggested creating two sub-committees on the training committee: 1 sub-committee would create and assess the learning outcomes of the various trainings; the 2nd sub-committee would actually conduct the trainings. Jessica said the benefit of having the sub-committees would be that we could be more consistent in our offerings of the trainings. Elizabeth mentioned that as the training committee continues to grow, the group will be unproductive as a whole; also, by separating into sub-committees, people can choose to work on what they want to do and devote their time to one thing; also, we could offer more trainings. April Eppinger asked if the modules were currently proctored online (Elizabeth confirmed they are not; April suggested it would be easier to offer online and suggested proctoring the modules with a cohort.

Action Items:

Lindsey reviewed the completed modules for the Advisor Certificate Program: Introduction; Technology/Student Records; Advising Transfer Students; and Advising Unique Populations. She mentioned that the DRC and Athletics videos need to be updated to correct the location of the DRC, and to remove Rhonda and add Chastity in the Athletics video. The group watched a part of the Probation Video to show new members the format of the Unique Populations videos. While watching, Mary Beth noted a change that needs to be made to a slide, and Elizabeth suggested that Mary Beth finish watching the video to note any other changes in the slides as well as the closed-captioning. Elizabeth told the group that we are going to use the term Special Populations for this module, rather than "outliers" from the result of a conversation she had with the DRC.

Lindsey discussed items of priority for the committee. First, she wants to complete the remaining modules (Academic Policies & Procedures, The Advising Appointment, and Campus Resources). The Policies & Procedures presentation is complete, but it needs a voiceover. The Advising Appointment module was debated at our previous meeting; the group decided to table the discussion about this module until later in the year to see if the university implements the Campus program and the planner

in MyMocsDegree. Lindsey asked the group what the goal was for the Campus Resources module. The group decided to create short videos of various resources on campus for advisors to learn what the resource is, where it is located, and when to refer a student to this resource. The group decided on a list of resources to include: Mocs One Center, Counseling & Personal Development, Writing Lab, Math Lab, Center for College & Student Success, Academic Exploration, DRC, Veteran Service, and Student Health Services. Nikki asked if we should include a video on faculty/departments; the group decided this is something we should just discuss in the Introduction Module.

Lindsey asked about the timeline the group wanted to complete the modules, and asked the group if we wanted to create videos on our own, with the help of Mike, or with the help of Bo Baker (suggested by April). April offered to build the Unique Populations and Campus Resources modules on Blackboard; Elizabeth is going to assist her with this. The group decided to offer everything online except the Introduction and Technology modules. The committee decided that once individuals complete the Introduction module, they will be added to the Blackboard course to complete the remaining modules (except the Technology module). Once an individual completes these modules, they will be moved to a Blackboard organization where they can access the information.

Lindsey asked the group if we wanted to offer the Introduction and Technology modules this summer; the group agreed not to offer until the fall semester. The group will determine the schedule of these modules at the next meeting.

Next Steps:

April Ebinger is going to start working on the outcomes and assessments for the Unique Populations and Campus Resources modules in Blackboard.

Mary Beth is going to ask Marjorie Whiteside if she will do the voiceover for the Policies & Processes Module.

Kayla is going to ask Nicole Jones to put the transfer module online.

Lindsey is going to contact Mike in regards to the videos: Can he make the corrections to DRC, Athletics, and Probation Students? Can he get the Campus Recourses videos done quickly? Can he give us the copies of the videos he already created (rather than just the YouTube link?)

April Ebinger is going to contact Housing to see who created the Education LLC video to see if this person might be able to help with our Campus Resources videos.

Elizabeth is going to seek approval for a Blackboard course for the Training Modules.

The group is going to table the discussion on The Advising Appointment module until we find out if advisors are going to use Campus and when the planner function becomes available in MyMocsDegree.

The group needs to bring their fall schedules/availability to the next meeting to plan out the offerings of the Introduction and Technology modules.