

## Advisors' Council Training Committee

January 25, 2017

**Committee Members in Attendance:** April Anderson, Lindsey Felix, Elizabeth Johnson, Mary Beth Rayner, Marjorie Whiteside

- I. Lindsey reviewed the Spring 2017 training dates, and asked for volunteers to lead the trainings
  - a. Introduction to Advising:
    - i. Tuesday, January 31<sup>st</sup>: Mary Beth & Lindsey
    - ii. Monday, February 6<sup>th</sup>: Lindsey & Elizabeth
  - b. Advising with Technology:
    - i. Thursday, February 2<sup>nd</sup>: Mary Beth & Elizabeth
    - ii. Wednesday, February 8<sup>th</sup>: Marjorie and Jessica or Lindsey (Lindsey is going to ask Jessica if she can cover; if not, Lindsey will cover it)
  - c. Advising Transfer Students
    - i. Tuesday, March 7<sup>th</sup>: April & Sevan Paris
    - ii. Thursday, March 9<sup>th</sup>: April & Sevan
  - d. Mary Beth asked if the presenters can have access to the sign-in sheets; Lindsey showed how to access the sheets as a web editor; Mary Beth offered to look into an easier format with 365 forms
- II. While looking at the website for accessing the sign-in sheets, Marjorie suggested that the Advisement website be updated: 1) there needs to be a link somewhere, because right now there isn't a place students can find the website other than typing in the web address. 2) the "Advisor Information" is misleading and it should be under the student information link
  - a. Elizabeth said she will look into where to put the link to the website
  - b. Elizabeth suggested changed it to "Information for Advisors"
- III. Lindsey asked how we wanted to enter the training certificate participants into the Blackboard group
  - a. Mary Beth suggested that it would be the presenters' responsibility to add the names once they attended the Intro training
  - b. Lindsey followed-up asking what we should do with the previous attendees
    - i. She decided that she will enter the participants, and will email them with instructions on how to complete the Introduction Assessment
  - c. Marjorie asked about the password we need for the technology assessment; the group decided on a password
- IV. Lindsey reviewed the completed/incomplete modules
  - a. All of the videos are up again
    - i. Elizabeth asked if we have a copy of these videos; Lindsey said that Mike said we could but she needs to follow-up with him on this
  - b. Lindsey stated that Sevan (new Complete College Advisor) would like to do the Transfer module in-person this semester; then it will be decided if it will stay in-person or move to an online module

