

Academic Advisement Task Force
Meeting #3
April 4, 2013/11:00am
SSA Conference Room
Meeting Highlights

I. Attendance: Start of Meeting: 11:00am

Name	Signature	Name	Signature	Name	Signature
Patrick Clymer		Rose Marie Nanpei	✓	Dean Gina Tudela	✓
Yvonne Flores		Marsha Postrozny		Assoc. Dean Karen Sablan	
John Jocson	✓	Patricia Terlaje	✓		
Troy Lizama (PDRC)	✓	Dr. Clare Camacho (PDRC)	✓		

II. Task Force Meeting Highlights

- Discussion with Chair-Elect Dr. Clare Camacho and Chair Troy Lizama of PDRC on PDRC charge regarding advisement.
 - PDRC charge is management of funds for professional development.
- Recommendations:
 - Academic Advisement Taskforce can include advisement training as part of advisement SOP. Presently, ACD is facilitating training for advisors.
 - Include advisement training as part of President's faculty mandatory meetings (once/semester).
 - PDRC can assist with funding for planning kits/tools for students as part of advisement resources.

III. Task force Discussion

- Task force to review/recommend assignment of department or committee to oversee advisement training and process.
- Task force to identify resources and support for training.

IV. Planning for next meeting working session: **Wednesday, April 10th at 3:30pm**

- P. Clymer to provide updated (Fall 2011) SOP of Academic Advisor Assignment Handbook, bring laptop for working session.
- Dean Gina will get advisement documents from Dr. K. Sablan for group; make room reservations for next meeting.
- R. Nanpei will email all members of date and time for next meeting.

Next meeting Wednesday, April 10, 2013 at 3:30pm. Room- TBA