MAAN Steering Committee Meeting Minutes
10am – 12am, October 30, 2015

1. New initiatives – Erin McSherry
   a. More marketing ideas needed
   b. MAC sub-committee is out of ideas. Maybe it is time to pass the torch?
   c. Volunteers needed for social committee
   d. How can MAAN better integrate new members and allocate resources?
      i. Include all current needs and new opportunities for engagement in Newsletter
      ii. Sub-committees should bring needs to the steering committee for referrals
      iii. Survey interests and needs of advisors from list of last year's newsletter sign ups
   e. Research sub-committee is dissolved. Should it change to focus on professional development?

2. FERPA update – Stephanie Zeher
   a. Confidentiality should be respected and no information should be offered via phone or email without a code that is listed on the students' HOLDS page in PatriotWeb
   b. INTO advisors do not have Banner Access
   c. University-wide FERPA release form is at Registrar's Office
      i. Put on as a HOLD and each individual will receive an individualized 4-digit pass code
      ii. Students must have a student ID present when signing
      iii. 3 lengths of time: one time only, specified window, and until revoked

3. Orientation feedback – Wayne Adams
   a. Advisor concerns were heard at meeting
   b. Advising after College 101 under consideration
   c. Math placement time to be changed

4. NACADA nominations – Lynn Wildman
   a. Nomination deadline has been pushed back and the process has been formalized
   b. Should MAAN nominate last year's Advisor of the Year? Yes!
   c. Send Faculty Advisor nominations to Lynn
   d.
5. Co-Chair nominations and planning for next cycle – Lynn Wildman
   a. Formal nominations will be taken next meeting and vote will take place in December
   b. Interested candidates can reach out to former or current co-chairs with questions

6. NACADA report / representative visit in November – Jon May
   a. Melinda Anderson, Regional Co-chair, will be visiting on Nov. 20
   b. This is an opportunity for MAAN and Mason to show what we are doing
   c. She will attend the steering committee meeting to hear about our initiatives and guest speak at an LOL-extra on how NACADA supports institutions and provides opportunities for advisor involvement

7. External committee involvement and information sharing
    a. Advising Liason – Liz Ohrt
        i. Terrie is looking for an assessment tool, process, and baseline to assess advising
        ii. Please check CAART's website often and give feedback to Jon and Jason
    b. AAC
        i. NOVA now only sends/accepts e-transcripts
        ii. NOVA sends study elsewhere transcripts to admissions, NOT registrar. Requests must be sent to the registrar to find the transcript as a new T in the student's admissions file. This can be done via email to utrans@gmu.edu (enrollment central)
8. Announcements
    a. Freshmen application deadline extended for Texas due to flooding
    b. Spring graduation application open on Monday
    c. Wayne Adams was chosen to go to Korea!
    d. NACADA scholarship for publishing
        i. How to take a presentation and publish it
        ii. Smriti and Liz are past NACADA presenters
        iii. Could MAAN host a NACADA drive-in at Mason? It would take a 9-10 month planning process

9. Budget Update – Wayne Adams
    a. Only $300 of $4,000 has been spent so far
    b. Sub-committees should submit requests.
    c. Ideas:
        i. Professional development for units that do not support it
        ii. Sending advisors to Region 2 conference
            1. Only 4 people can be reimbursed for 1 conference (Jeannie is working on that)
        iii. We need a process for sending people to NACADA

10. VCCS/Mason Symposium
    a. Space reserved, outline created, save the date ready
    b. Theme: Student Transitions
    c. Need: day of supports by S.C. members – contact Wayne

11. MAAN feedback to SG on expo?
    a. There was no collaboration in planning
    b. It was too long
    c. The Hub is not an ideal location
    d. It was not well advertised and the flyer was sent to advisors 1 day prior
    e. We will attend next year only if these concerns are addressed