June 22, 2015

MAAN Steering Committee Meeting Minutes

1. Introductions

2. MAAN By-laws Edits
   a. Discussion pushed to next meeting

3. Updates from Across Campus
   a. Proposal: Incorporate a standing agenda item for updates of advising related information, best practices, new policies, and updates from orientation, AAC, APAC, GAGA, CUE, and other committees and meetings at Mason

4. Formalizing the Invitation Process for Steering Committee Members
   a. Current Process: Informal invitation and anyone can nominative a representative
   b. Suggested Changes: Formal invitation letter and a letter to supervisor stating the privilege and responsibilities of being a Steering Committee Member
   c. Discussion: Units should be responsible for providing representatives. The invitation letter could be signed by Jeannie to add authority and credibility or could represent the reality of MAAN’s structure with the signatures of current steering committee members.
   d. To do: Co-chairs, Erin, and Wayne will draft invitation letter and propose a process at next meeting.

5. Peer Student Success Coaching - http://studentsuccess.gmu.edu/
   a. Language has been altered on website and in training materials based on feedback from MAAN.

6. Orientation Feedback
   a. Orientation leaders not picking students up from units
   b. Unclear where students go after advising
   c. JC rooms had space issues – advising went late
   d. Students exhausted at the end of the day
   e. Had to limit information to avoid information overload
   f. More time is necessary for advising

7. Retaining information through MAAN leadership changes
   a. Archive leadership with names, dates, departments
   b. Include past co-chairs, steering committee members, and all MAAN committee members on MAAN website

8. NACADA Update
   a. Jon went to a national training and now has access to lots of information
   b. Region 2 President was set to visit Mason in November but is moving out of the area.
9. Advisor Mentorship Program (AMP)
   a. Positive response (41 responses)
   b. Continued discussions on how to pair participants and identify goals
   c. Applying for UL grant in July
   d. Suggested: MAAN LOL to market program
   e. Inclusion in by-laws down the road

10. Update on MAAN Funds
    a. Some funds from last year rolled over
    b. Continued pursuit of funds from SOB, CVPA, and COS

11. Update from Stephanie Zeher
    a. Thank you
    b. Information sharing encouraged

12. FERPA
    a. Form on Registar’s website different than units’
    b. New FERPA rep will be reaching out to units

13. Update on MAC
    a. Back for summer!

    a. Call for reports from committees coming soon!

15. Research Committee
    a. Several committee members are no longer at Mason
    b. Discussion: Now that Mason has an Academic Advising Effectiveness Specialist, is the
       committee worth putting time into?
    c. Suggested: Shift helping advisors develop conference proposals and presentations and
       being more professional development oriented.

16. Long Term Goals of MAAN
    a. Discussion: Institutionalization vs. Absorption vs. Autonomy
    b. Intentions stated in by-laws

17. Steering Committee Member Photo will be taken at August meeting!

18. New position at VSE
    a. Advising point of contact for students and also assessment related

Next meeting **July 31** at 10AM in Sub I, Room 3A.