Attendants:  Brian Aitken; Janet Tulley; Jody DeCremer; Judith Dicker; Sandi Zielinski; Sarah Gentry; Tim Fredstrom; Nancy Fewkes, Tom Powers, Deanna Deatrick; Kathy Schmidt

Absent:  Cindy Ropp, Christie Proctor

Kathy Schmidt, Curriculum and Instruction Academic Advisor, attended on behalf of the Professional Development and Training Committee (PDTC) to get feedback about why advisors do not attend PDTS sessions and what topics could be helpful for future PDTC sessions. If you were unable to attend the meeting, send your comments and recommendations to Kathy Schmidt (representing the PDTS) as soon as possible at kjschm1@ilstu.edu.

Janet Tulley introduced the Checkpoint Chart (CPC) initiative. She distributed a CPC template, as well as the current plans-of-study and a sample CPC for music education. The next meeting will delve into the specifics of how to create CPC and how to use them in advising, curriculum decision making and recruiting. Copies of the CPC for music education and the template are available on the CFAAAC website: http://www.cfa.ilstu.edu/faculty_staff/committees/ advisement.shtml

One useful suggestion for advisors is the ‘Advising Wiki’. This tool is available for you to get important updates about ALL programs, departments, etc. The link is:

https://wiki.ilstu.edu/advising/

Also, you can check on which advising screens you have access to, as well as request new ones and get an advising screen dictionary at: www.ts.ilstu.edu. Look at the links under ‘Mainframe Security’.

Finally, the next meetings have been scheduled for 2 – 3 p.m. in CVA 118 on Sept. 19th and Oct. 31st. If you have agenda items, please send those to Janet in advance of the meeting. Currently the Sept. 19th meeting will be focused on Checkpoint Chart creation. If you have already done one, bring it with and your suggestions to help the others. If you haven’t done one, bring your plan(s) of study and catalog and your started charts (electronically or on paper).