First Item on Agenda: Presentation by Academic Learning Center and the services they provide.

a. Emily Borcherding: Gave overview of the tutoring services, supplemental instruction and seminar/workshops the ALC offers.
   a. Also list tutoring service that is offered by various department on campus-Math, Science, Business. If anyone has something that they wish to add to this tutoring list contact Emily.
   b. ALC has brochures, pamphlets, cards that details their services and contact information, contact Kathy Peters to get access to them and displays in your area and give to students

b. Deanne Gute: Summarized Writing Center and its services.
   a. Works with students from across all disciplines sure that this system is used to fill in the gaps or augment areas that need assistance, not duplicate things that are already have on staff writing coaches form multiples majors so that students can be paired with someone close to their discipline
   b. assist with citation, purpose statement, plagiarisms, proofreading, and getting them started in the process. Will not write papers for them. Their goal is to teach students how to improve their writing/communications skills.
   d. End of semester busiest time so encourage students to be mindful of when things are due and plan accordingly.
   e. Do have waitlist but work very hard to get students in, in a timely manner
   f. Do have a resources page on their webpage that have links to various topics such as:
      a. Improve editing and proofreading
      b. Citation
      c. Writing in college vs. high school
   g. Their office is willing to come to faculty meetings or classes to speak on what their due or about writing resources and issues such as plagiarism

c. Jo Wiegmann: Exam Services
   a. Administer Praxis Core, Praxis II, GRE, CLEP.
   b. Praxis Core and Praxis II taken by Education (Secondary/high school and Elementary majors). Common question that come up is waiver for Praxis core. The ETS website, through which students register for Praxis Core, can apply for a waiver-first come first serve-has income guideline to see if students are eligible for waiver and instructions on how to fill it out.

c. Praxis II-recommended to take the semester before student teaching

d. Dr. Latricia Hylton: Math and Science Services Coordinator
   a. Tutors are trained and certified for math and science and math and science related areas so that students can receive services in field such as business for the macro-micro economic courses, stats and industrial tech courses.
   b. Top four classes that seeing the most need in: Cal I, Intro to Stats, Math and Decision Making, Anatomy and Physiology
c. Also provide Supplemental Instruction courses—the students that lead supplemental instruction courses collaborate with professors to provide connection between their classes and the SI course
d. Provide GRE course however have a cost and offered in summer and fall
e. Have calendar on website that show walk-in hours and which tutor is working those hours and what their areas of specialization are (Math, science, etc.)
f. Dr. Hylton is available to speak at meetings, provide workshops etc., just get in contact with her to see what she can do.

g. Second Agenda Item: NACADA Debriefing
   1. The following advisors gave a 5-minute presentation on their NACADA conference experience and the subjects that they thought were the most impactful
      a. Heather Asmus: Office of Academic Advising
         i. Shared on techniques that assist advisors in engaging and directing students to focus or take ownership of their academic planning
      b. Heidi Seegers: KAAHS
         i. How to help students grieve after they realize that the major they are in is not the right fit
      c. Kathy Peter: Academic Learning Center
         i. Appreciative Advising
      d. Raquel Zuniga: COE Advising
         i. Intersectionality and how it affects our marginalized students
         ii. The reality Micro-Aggression: They exist and how to combat them
      e. Dave Marchesani: Director of Academic Advising
         i. The Core Competencies of Academic Advising

Third Item on Agenda: IOWAAN and Certificates
   1. Reminder of a professional development opportunity-The Iowaan in March. If large interest will see if can coordinate transportation
   2. Certificates:
      a. The following were recipients of UNI Advisor Certificate
         i. Jane Bentley-Gadow: COE Advising
         ii. Elizabeth Soliz: College of Business Advising

Have a great holiday!