Recipient Name(s) __ Susannah Welch on Behalf of Advising Matters Professional Council

Event Name __ Advising and Student Support Webinar Series

Compare your application with your completed project. Use additional space as necessary. Completed reports may be emailed to uhhilopd@hawaii.edu or dropped off at the Office of the Chancellor.

1. Describe when your project took place. Did it take place as scheduled in your application? If not, what happened and why?

In our application, the Advising Matters Professional Council (AMPC) proposed hosting a series of eight advisor training webinars. We submitted a list of five webinars (whose titles, dates, and times are listed below) and indicated that we would like to host two additional webinars once the information was released by the Innovative Educators, the organization offering the webinars, and that the topics – and therefore the dates – of the additional trainings would be determined based on the interest of the AMPC members.

- Appreciative Advising & Technology: Innovative Ways To Enhance Outreach & Communication (Friday, November 1, 7:00am-8:30am HST)*
- The Peer Advising Advantage: Creating Meaningful Connections (Thursday, November 14, 2013, 9:00am-10:00am HST)
- Developing Intercultural Communication Skills for Academic Advising (Wednesday, December 11, 2013, 9:00am-10:00am HST)
- LGBTQ Ally Development and Advocacy Empowerment for Academic Advisors (Thursday, January 30, 2014, 9:00am-10:00am HST)
- Soldiers to Students: Academic Advising for Returning Veterans (Wednesday, February 26, 2014, 9:00am-10:00am HST)
- Balancing Academic Advising with other Faculty Responsibilities (Thursday, April 24, 2014, 9:00am-10:00am HST)

* Due to the constraints based on the timing of receiving the Professional Development funds, AMPC was unable to host this webinar, but instead added an additional webinar. Please find more information below.

The additional webinars that the AMPC hosted are listed below:

- Supporting Transfer Students: Policies, Practices & Programs That Foster Academic Success (December 9, 10:00-11:30am HST)
- Providing Comprehensive Student Support Services (originally scheduled for January 28, 10:00-11:00am; due to technical difficulties a recording of the webinar was rebroadcast on February 7, 2:20-3:30pm HST)
- How to retain first year students: Helping them navigate emotional, motivational, and social challenges (March 27, 9:00-10:30am HST)
Ultimately, AMPC was able to offer a total of eight advisor training webinars throughout the fall and spring semesters as proposed.

2. Describe where your project took place. Is this the same location you identified in your application? If not, what happened and why?

AMCP proposed hosting its webinars in in the Edwin H. Mookini Library, Room 359, and all webinars were held in that room except for two of them (listed below), which were held in PB 10-2 (Kipuka), due to the fact that Room 359 was unavailable during the webinars’ scheduled times.

- Balancing Academic Advising with other Faculty Responsibilities (Thursday, April 24, 2014, 9:00am-10:00am HST)
- Soldiers to Students: Academic Advising for Returning Veterans (Wednesday, February 26, 2014, 9:00am-10:00am HST)

3. What categories best describe your project as implemented? Check all that apply:

Speaker____ Training___ X___ Workshop____
Technology____ Audio Conference____ Webinar___ X___

4. Provide a brief summary of what you did.

The Advising Matters Council offered webinars throughout the 2013-2014 academic year, which include training and information on current theories, principals, and methods of providing the best practices in academic and career advising and student support services.

5. Did you meet the objectives for this event as proposed in the application? Explain.

AMPC met the objectives for this event as proposed in the application. We provided a variety of training webinars to UH Hilo faculty and staff, from a variety of units, to improve their overall knowledge of and skills in the areas of advising and student support. Additionally, with these trainings, we were able to meet UH Hilo Strategic Plan goals 1 and 6 (more information below). After each webinar, AMPS administered event evaluations and participants reported that overall they found each of the webinars offered useful information and training that will benefit them in their professional roles at UH Hilo.

6. Describe how your project addressed the UH Hilo Strategic Plan.

The webinars addressed the UH Hilo Strategic Plan Goal 1 (Provide learning experiences and support to prepare students to thrive, compete, innovate and lead in their professional and personal lives). In order to "develop and support student scholars throughout their university
careers, from admission to graduation," it is crucial to have faculty and staff trained in and knowledgeable about the current and evolving theories and best practices of providing effective student support. This series of webinars provided training and information to support and develop the skills of UH Hilo community members upon whom students rely for advising and support.

Specifically, the webinars supported Goal 1’s Priority Actions 1.1 and 1.4. Faculty and staff advising services are the foundation of endeavors to “create and sustain a culture of mentorship among faculty and students that fosters meaningful discussion about degree completion, career options and/or graduate and professional schools.” Providing opportunities such as these webinars, enables UH Hilo personnel to increase their knowledge of and improve their approaches to academic and career advising methods and techniques. Additionally, many of the webinars instructed advising faculty and staff on ways to better “identify students who would benefit from academic support, particularly early in each semester, and provide targeted services to help them succeed.”

The webinars series also directly addressed Goal 6 of the strategic plan (Facilitate organizational excellence through continuous innovation, responsible resource development, and effective communication). The webinars are examples of Priority Actions 6.1 and 6.4. Hosting these webinars helped “improve internal communication and collaboration within and across units, and among the administration and faculty and staff, to foster greater trust and a culture of collegiality across the university.” The events were open to and encouraged the participation of personnel from a wide variety of departments, offices, and units across not only UH Hilo, but also from Hawai’i Community College. The events connected individuals and programs through the common goal of increasing student success and helped “foster professional development opportunities and programs focused on continuous learning and improvement,” by providing an avenue for faculty and staff to expand their knowledge and improve their skill sets.

7. How did you advertise your event and describe effectiveness of those methods.

The webinars were advertised primarily through internet communications. We sent announcement flyers with sign-up instructions and event reminders to the UH Hilo faculty listserv, the AMPC listserv, and the Division of Student Affairs listserv. We also sent email announcements to Hawai’i Community College counseling and support services staff.

8. How many people did you reach directly through your project?

An average of 10 faculty and staff members were present at each of the eight webinar trainings.

9. Were your attendees part of your proposed target audience?

The attendees were faculty and staff from UH Hilo and Hawai’i Community College, which was our proposed audience.
10. What is different in the units or University because of your project?

The webinars were open to the entire UH Hilo community as well as Hawai‘i Community College personnel. We observed attendance by staff from a variety of Student Services units – many of whom have attended similar events in the past – including the Advising Center, the Admissions Office, Career Development Services, the Office of Intercollegiate Athletics, Kīpuka Native Hawaiian Student Center, New Student Programs, Student Support Services Program (SSSP), the Women’s Center, and the Pacific Islander Student Center. Additionally, academic advisors and student support staff from the School of Education, the College of Continuing Education and Community Service, the College of Pharmacy, and the North Hawaii Education and Research Center attended as well.

We advertised and extended invitations to faculty members in all colleges and departments. We encouraged participation by any individuals or teams who regularly interact with students, who are interested in providing exceptional services to students, and who are invested in student success. Participants had the opportunity to gain a deeper understanding of topics related to student advising and further their ability to identify and address student needs. Our project contributed to an improvement in the proficiency and abilities of faculty and staff participants to serve UH Hilo students.

11. Provide a detailed budget describing how you used your professional development funds. Attach a copy of all invoices and/or receipts. (Budget and invoices/receipts attached.)

**Professional Development Fund Final Report Certification**

- Our signatures below indicate that we and those involved in the planning group and project referenced above certify that this Final Report, including all attached documentation is accurate.

- Our project had a direct professional development impact on UH Hilo faculty and/or staff.

- We understand that information regarding any and all parts of our project may be posted on the Chancellor’s Professional Development website.

**SUSANNA WELCH ON BEHALF OF THE ADVISING MANDIS PTC COUNCIL**

Print Recipient Name & Department | Signature | Date
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**KAINOA ARIOLA**

Print Approving Authority Name* | Signature | Date
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*The approving authority is the individual with fiscal responsibility over the account to which the Professional Development Funds were allocated to.
UHH Professional Development Fund
Advising and Student Support Webinar Series Budget Summary

The Advising and Student Support Webinar Series cost $1,500 with an itemized budget as follows:

NACADA Webinars ($150 each)
The Peer Advising Advantage: Creating Meaningful Connections  $150
Developing Intercultural Communication Skills for Academic Advising  $150
LGBTQA Ally Development and Advocacy Empowerment for Academic Advisors  $125
Soldiers to Students: Academic Advising for Returning Veterans  $125
Balancing Academic Advising with other Faculty Responsibilities  $125

Innovative Webinars *
Supporting Transfer Students  $155
Providing Comprehensive Student Support Services  $155
How to retain first year students  $155

Academic Advising for At-Risk Populations**  $345

TOTAL  $1,485

*The advertised cost of a package of three webinars through Innovative Educators was $750, however we received a discount of $285 which resulted in the total cost of the package $465.

**With the remaining funds, AMPC is planning to offer an additional webinar, indicated above, on May 14, 2014 at a cost of $345.
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**Innovative Webinars** *
- Supporting Transfer Students $155
- Providing Comprehensive Student Support Services $155
- How to retain first year students $155

**Academic Advising for At-Risk Populations** ** $345

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TO:
Kimberly Kainoa Ariola
University of Hawaii-Hilo
200 W Kawai St
PB2-103
Hilo, HI 96720-4075

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TOTAL CHARGES $525.00
AMOUNT PAID ($525.00)
BALANCE DUE $0.00

All amounts are shown in US Dollars.

Thank you for your payment!

NACADA
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