Summary of the 2007 Conclave

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The planning and delivery of the Spring Conclave for Academic Specialists is the charge of the Professional Development and Communication subcommittee of ASAC. The event was marketed through the Specialist Listserv and a direct campus mail to all Specialists. A total of 187 registrants were received, there were 43 no shows and 12 on-site registrations totaling 156 in attendance. The previous Conclave, in 2004, totaled 119 in attendance.

Evaluation Summary

Overall Evaluation of the Conclave

<table>
<thead>
<tr>
<th>Poor</th>
<th>OK Would Attend Again</th>
<th>Excellent</th>
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<tbody>
<tr>
<td>Needs Improvement</td>
<td>1 2 3 4</td>
<td>5 6</td>
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<tr>
<td>Scale</td>
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<tr>
<td>Responses</td>
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<td>0 2</td>
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<tr>
<td>Totals per Section</td>
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<td>2</td>
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Assessment of Conclave

- Poor: 12
- OK: 86
- Excellent: 86

Responses to “What you liked best about the Conclave”:
- The etiquette speaker was effective and I learned tips I can take away with me.
- Opportunity to gather with colleagues. Recognition, appreciated effort to pronounce names correctly
- Topic A was excellent (Outreach) but too brief, opportunity to exchange perspectives and experience.
- Topic A (Outreach) Peer to peer discussions
- (The) variety of sessions offered. They were very relative to responsibilities of an specialist at MSU and anywhere else for that matter!
- Breakfast; topic B session; and the time to get reacquainted with other Specialists.
- Difficult Conversations
- Feedback from other specialists about their concerns issues
- Short & Sweet- good topics
- Format, specialists comments, insight
- small sessions and the etiquette lecture
- The interaction between advisors, enjoyed showing information regarding difficult resolution
- Everything
- knowing I'm not alone. Knowing there are tools and people to help
- splendid breakfast! Very informative Sessions! Attended A &F
- meeting with other advisers
- opening session frankly had useful items, I think all staff, including faculty as well as students would benefit
• opportunity to meet people in other units
• interacting with colleagues
• opportunity to spend time/see other "oddballs" from around the U. Sense of HONORING Specialists for unique contributions we make to MSU
• the breakout sessions
• networking with other specialists
• just getting us together to exchange ideas.
• chance to see people
• Breakfast! (just joking) Breakout Session #B
• Good selection of topics, however I wanted to attend more than 2.
• Main Speaker
• Networking
• new specialist session and etiquette presentation
• collegiality
• meeting and networking w/new people
• good info, good coffee, breakfast nice!
• 1/2 day, food, service recog.
• breakfast, breakout sessions, door prizes!
• opportunity to network, time to think and discuss what we do
• Great breakfast! Good Networking
• The food, fellowship & being made to feel appreciated. Also some helpful break-out sessions.
• opportunities for networking
• excellent organization, goal to be w/ other specialists
• getting out of the office!
• Good presentations & "real" situations to identify with and participate. Great food, good time of year and day. Like 1/2 day format.
• Topic B very informative (Advising)
• Senior specialist Session; Great Breakfast
• the whole group presentation on etiquette
• Being w/ peers from all over U- Feeling like I belong
• The Etiquette Workshop & Bill Donahue's communication model for Advising Specialists & Niki Rudolph
• Networking and seeing faces I don't see often.
• Networking, meeting people, BREAKFAST!!! Raffle
• meeting others w/ similar roles - information shared in breakout sessions
• Opportunity to ask salient questions an discuss w/ colleagues who have a variety of responses.
• Very appropriate information sessions.
• Relevant, variety of topics… esp. sharing ideas about conflicts in advising. So, especially Advising Breakout session.
• keynote & both sessions & breakfast & refreshments & info tables
• networking w/ colleagues
• Topic B- Bill Donohue was an excellent presenter- very engaging
• Everything! Good planning, good site, great breakfast
• Opportunity to directly interact and listen to other specialists and learn about issues others face.
• Breakfast and networking
• 1/2 day event, started early
• I like the relaxed format & special speakers. Enjoyed having main speaker on a non-academic topic, for a change. It was relevant but different from what we usually hear. Love Bill Donohue
• Coming together with colleagues, I'm the only advising specialist in my department- can be isolating.
• The breakout sessions- ability to hear about how other Academic Specialists are handling issues that are similar to ones I'm encountering.
• Focusing on our various roles in support of our units and the university.
• Opening speech and breakout sessions
• Breakfast, networking possible, Donohue.
• breakout sessions
• Pattie McNiel's presentation
• Networking
• Liked session on difficult conversations
• New Academic Specialist Orientation
• Topic choices of breakout sessions
• Being able to see familiar faces and met new ones. Excellent keynote speaker
• Breakout sessions/ "The Outreach Specialist" session A
• For beginner (new) specialist session
• Learned about what other specialists do. I'm in advising but don't work with students- so it was helpful to connect with others.
• Breakout workshops
• Provides some useful information
• The choices of topics that could be chosen. Liked the time of day-morning
• The new Specialist session. It's difficult to understand the specialist position when the others in your area are not very aware of it.
• breakout sessions
• The sessions related to my specific specialist area
• Networking with specialists
• Donohue- wish we could get training initially as new hires in communication with students.
• Professional Business Etiquette
• Great Breakfast :-) Break out session
• Networking
• The chance to connect with other specialists
• Peer information sharing
• Advising tips, networking

Responses to “What you liked least about the Conclave”:
• The start time of the event, please start later in the morning
• Nothing
• keynote talk
• there are not least areas for me
• Although it was entertaining, the breakfast speaker's topic did not seem appropriate.
• The program was confusing- the list and the schedule made it seem like two sets of sessions
• Opening
  • time in breakouts a bit too short
  • I liked it all
  • sessions were too short
  • not enough time in session… should extend. Change to an all day event.
  • need more time
  • all good
  • the McNiel speech was interesting but not especially relevant
  • would like them held annually
  • the opening speech could be more tailored to the audience
  • main talk was ok but nothing really new
  • Both presentations I attended needed at least 15-20 more min.
  • opening presentation
  • too early in the day
  • description on Healthy U thing too vague, didn't go 'cause wasn't sure about how specific/useful it would be
  • business etiquette not really relevant, running behind schedule, but cute.
  • opening speaker- not particularly relevant
  • not enough time for sessions
  • not enough time.
  • some breakouts didn't offer what I expected/needed
  • session was to much lecture
  • liked everything
  • the McNiel's speech, wrong audience for it. She used bad grammar also.
  • All of it was good; however, the keynote was very good, but I didn't find the topic overly pertinent.
  • session times were too short- each Session needed to be an hour
  • Mix up of topics- did not glaringly apply to my position
  • keynote speaker
  • the opening speaker
  • Not enough time for breakout sessions
  • keynote not really relevant to specialists
  • Business etiquette presentation- fine for graduating seniors (she presented well but I didn't care for the topic)
  • Enjoyed Dr. Banks, would have liked to have heard from other administrators, how do they value specialists?
  • Keynote
  • needed more description of session early on.
  • I came in late due to appointment- was a bit confused about morning presentation and how it applied to my job- customer service piece was very basic.
  • The topic of the opening speaker- Business Etiquette- information I'd heard before.
  • the etiquette session.
  • There was nothing I disliked
  • Keynote speaker on etiquette was not good or relevant, topics were too rigid and not creative
  • keynote speaker
• Topic F- more emphasis on continuing appointment
• Pattie McNiel's Speech
• Professional Business Etiquette
• keynote presentation on business etiquette
• Open Speaker really not helpful to me
• Too short to cover everything. Opening segment on business etiquette seemed irrelevant to my position.
• time management. Perhaps this could be longer as the information/sessions felt rushed.
• That there were not more opportunities for open networking.
• opening speaker-McNiel
• The rooms where the different sessions were held could have been more clearly posted.
• Etiquette presentation- would have preferred another breakout session or more on target whole group presentation.
• Etiquette presentation- not necessary/appropriate? For professionals; would this be a presentation to faculty? I felt talked down to.
• More information about the sessions, especially the first breakout sessions, during on-line registration or even on the schedule.
• too long on etiquette
• Too many breakouts to choose from.
• The keynote speech was interesting and beneficial, but with limited time for the overall conclave, perhaps time would have been better spent in expanded breakout sessions.
• Professional Business Etiquette/Miss Manners
• Not a morning person- start at 9 instead?

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**Average Score for each area on evaluation**

- Registration Process: 8.9012
- New Specialist Orientation: 8.2857
- Breakfast/Networking: 9.1052
- Becoming a Senior Specialist: 8.0000
- Service Recognition: 7.7076
- Navigating Difficult Questions: 9.2777
- Table Displays: 7.3518
- MSU Health4U: 9.0833
- Outreach Specialist Presentation: 8.7500
- Into the Woods: 8.4166
- Advising Specialist Presentation: 9.3529
- Breaks: 7.7058
- Teaching Specialist Presentation: 7.2307
- Wrap-up and door prizes: 8.5000
- Research Specialist Presentation: 9.5000
Any Suggestions for future ASAC Conclaves and other Comments:

- more opportunities for outreach specialists to meet and communicate with one another.
- How to navigate the continuing process.
- Need a Union, info on organizing
- Thank you!
- Excellent- Great Job!
- hard to read the session evaluation portion of form
- Donahue did a great job :-} Excellent Senior Specialist session.
- Salaries among specialists should be more equal, this should be addressed.
- great job
- start an outreach specialist brown bag
- monthly brown bags on topics of interest
- great job
- please keep them coming
- thank you so much.
- We should have more of these in the future.
- Clearly define types of specialists and what they mean in terms of longevity and pay
- the breakfast was great
- Great stuff, I won a prize!
- Include "note" sheets in folders
- Thanks for all the hard work
- keep up the good work.
- More often?? Twice a year?
- Thank You very much… & thanks for Breakfast.
- Session G needed more time to develop topic
- need to present to win is unfair to those who must leave to teach.
- more panels/discussion of "supplied questions" from surveys.
- Thank you!
- more obvious, registration on website- confusing!
- a stronger focus on the broader picture of working in Higher Ed at MSU. Speakers that could speak to issues of new professionals… some would be from the HALE program- Kristen Renn & Ann Austin
- a mixer game to get to know strangers @ table and around us.
- Service rec: not really applicable to me, but good to see people are recognized! Research: Good Info Wrap Up: "free" is great
- opportunity to hear about other depts, majors, honors college, that we might have to interact with. Helps to make connections
- Thank you!
- Have Bill Donohue as main speaker- he was great- his topic of "communication" applies to ALL specialists!
- Thanks
- conversation on initiatives And goals for curriculum development across the U, and the A.S.'s role
- Teaching Session: too much lecture, outdated material, use CoEd faculty materials
- Longer- more info
Great Job
keep having them!!
Thank you for recognizing the contributions that Academic Advisors make to MSU.
Group people in small groups and let us just share. Both sessions lead to a need to just share and validate
Thank you
Well Done!
Repeat the good speakers- it was hard to choose- I always wonder what is going on in other breakouts.
Thank you for the orientation session since I missed the orientation in the fall.
Brown bags/ outreach- interacting
more often- this is a very supportive
Talk more about preventing conflicts. Excellent speaker this semester!
For raffle have everyone pick an item @ table. It seems you had enough gifts for all attendees!!
For the awards- clapping at the end possibly. Give a give to everyone to shorten time.
The breakfast was fantastic. For Pattie McNiel's talk-maybe mention hand sanitizer
More time for Q's on Pattie McNiel's speech recommended-very good questions were asked. Would be helpful to put some lined or blank paper for note-taking in packet. Could have more table displays, perhaps. So many prizes were given out (& took a lot of time)- Suggest colleague's idea- give everyone a gift or coupon.
keynote more relevant to specialists in all categories
Senior Specialist: focus was not enough on continuing appointment. Also, speaker was energetic and engaging but at times talked too fast for me.
Committee did a great job!
Encourage dept/unit heads to support participation
Nicely done- nice to come together as a "family"
survey on the listserve what topics should be addressed
Include the list of attendants.
Senior Specialist Session was described as including info about continuing specialist- was not really covered. Would be helpful topic for future conclave. "fixed vs. con't" what's the difference- process for changing position.
Professional development/issue-based breakout sessions w/ the opportunity to interact with and hear from other Academic Specialists.
Historical overview of the role and purpose of academic specialists; future implications and emerging needs, developments, etc. make it a celebratory atmosphere at the beginning. Parking sucks.
Make it more purposeful with new knowledge to take away.
Rather than clap after each certificate recipient, bring group up and applaud at the end of each group.
I would like to be part of ASAC.
Please continue doing it.
I like the idea of Special Sessions for outreach and engagement… could poll outreach specialists on what topics/issues would be valuable.
This could be a full-day event/ I would like to have attended more than 2 sessions :-)
Thank you very much for all the effort!
Better communicate with new hires- it was several months after I began before I even heard about ASAC. I still don't know all that they do.
They talked about ASAC leadership opportunities, yet I've heard nothing about how to become involved and rarely hear about their activities.
Have breakout sessions again.
Excellent idea to have Business Etiquette Presentation. Pattie McNiel is excellent presenter.
Not just presenting the Health4U programs-but choosing a particular topic & presenting a program. i.e. Chair Massage/Relaxation techniques.
I did enjoy the info about etiquette, but perhaps it could be a session.
• I would like to see the "bad news" advising session be presented at MIACADA in May.
• Maximize peer to peer sharing
• Need more opportunity to discuss common issues and share strategies and develop future collaborations
• Overall an excellent Conclave. I thought it was much more interactive than the previous conclave.
• Session ideas: Writing effective letters of recommendation for students; How to recognize "star" students for major international fellowship competitions. More Diet Pop on breaks; Need a way for new A.S. to have veteran mentors.
• Keep tables in sessions! Way better than just rows of chairs. Maybe a time for the conclave to help elicit program ideas!
• Would have liked more info on networking opportunities with other departments, as well as what depts are going to create revenue and build partnerships.
• The committee did a really fine job.
• It would be nice to have a short address by at least a VP- Provost or ?? To emphasize the importance of the contributions of specialists to MSU.
• Would have preferred more time in sessions as opposed to keynote
• Brown-Bag seminar would be great to continue discussions that began at the conclave.