



## Onboarding & Training Committee

The charge of the Onboarding & Training Committee from the Office of Student Advising is to continue the work the group is currently doing. The items outlined in this charge are to be completed by the end of the academic year 2024.

- Regularly maintain the Blackboard Shell
  - Adding announcements
  - Adding content
  - Keeping the users up-to-date
  - Edit and correct identified issues within the current trainings
- This group will assess trainings and determine if new trainings need to be developed
  - This will occur only during none priority times
  - This committee will participate and encourage outside collaboration. Other units are the content experts
    - This committee will request relevant content, which will be uploaded to Blackboard in a timely manner
  - This committee will only create content as needed or requested by the Interim Executive Director of Student Advising
- Continue building Advising 101. Content areas include
  - Specialized Topics
    - Form 48/ROTC/Military
    - International Student Process/Requirements
    - Student-Athletes
  - SAP
  - DEI
  - Difficult Conversations
  - Catalog Training & Procedures
  - Registrar Office Processes & Procedures
- Create Advisor Resource Library
- Create Professional Development Module
  - Collaborate with the Professional Development Subcommittee and the Interim Executive Director of Student Advising
- Assess training documents for directors/mentors. Identify any additional processes, procedures, and key information that needs to be updated or added
  - Outline/Structure