

SUGGESTIONS TO MAKE MEETINGS MORE EFFECTIVE

1. Send copies of the course outline with your invitation so that advisors have time to look over the outline before the meeting. This makes for better feedback and reduces the possibility of advisors' approval being just a "rubber stamp."
2. Send out topics for discussion/agendas in advance of the meeting so advisors have more time to think about issues.
3. Run the advisory meeting as a panel discussion, with one or two instructors facilitating and the *advisors* serving as the panel. Other instructors who attend should be in the audience. Again, this keeps advisory meetings from becoming instructor meetings by placing the focus where it belongs—on advisors' input.
4. Ask each instructor to recruit at least two advisors. This will provide balance.
5. Consider establishing a shared advisory with community college instructors. This will make articulation easier.