



2010 Commission & Interest Group Division Meeting

October 2 in Orlando, Fla.

Minutes

Call to Order: The 2010 CIG Division Meeting was called to order at 1:07 p.m.

Introductions: Each person in the room introduced themselves and indicated their role in the Division.

Attendees:

- **Division Representatives:** Jennifer Joslin (appointed), David Spight (elected), Lisa Peck (incoming appointed)
- **Executive Office:** Jenifer Scheibler (NACADA EO liaison), Julia Wolf (former NACADA liaison)
- **Commission Chairs and Incoming Chairs:** Ralph Anttonen, Karen Archambault, LaDonna Bridges, Shannon Burton, Tyann Cherry, Stephanie Crouch, Jackie Dana, Debra Dotterer, Teresa D'Urso, Art Esposito, Cindy Fruhwirth, Cornelius Gilbert, Blane Harding, Brian Hinterscher, Erin Justyna, Dan King, Tim Kirkner, Christine Lancaster, Vicki McGillin, Sandy Meyer, Rob Mossack, Ned Muhovich, Amanda Neuber, Nancy Roadruck, Clay Schwenn, Nora Scobie, Kathleen Smith, Janet Spence, Jennifer Varney, Mark Vegter, Dana Zahorik
- **Interest Group Chairs:** Beverley Childress, Mutlu Citim-Kepic, Peter Freitag, Shelly Gehrke, Andrea Harris, Pat Kriska, Holly Martin, Sara Mock, Joe Murray, Cynthia Pascal, Marcia Smith, Jared Tuberty
- **Division Steering Committee:** Jeff McClellan, Peg Steele
- **Absent:** Amanda Hatton, Bobbi Kristovich, Amanda Owens, Kristi Quiros, Marion Schwartz

Minutes Approval: The minutes for the 2009 CIG Division Meeting on September 29 in San Antonio were approved. Motion made by Jackie Dana and seconded by Dan King. Motion passed by vote.

Chair Roles and Responsibilities; Activities Overview, Updates, and Logistics; and Division Overview and Resources for Chairs:

- Jennifer Joslin gave a PowerPoint presentation on completing the post-conference and annual reports.
- Jennifer Joslin provided an overview of the NACADA leadership structure, including the board, council and division representatives.
- Lisa Peck provided an overview of the CIG Division Steering Committee structure and purpose. Steering Committee members were encouraged to find a time to meet with the chairs of their assigned units during the conference.
- Executive Office Liaison Jenifer Scheibler presented an overview of information chairs need to know on the topics of options for chairs to communicate with unit members and the role of the executive office liaison, as well as provided details regarding the CIGD Fair, upcoming leadership elections and forms that needed to be completed and returned.

Leadership Visit: The meeting was visited by Jayne Drake (president), Kathy Stockwell (incoming president), Glenn Kepic (vice president) and Charlie Nutt (executive director).

Discussion #1 — Division Restructuring Options

Option 1: Keep the commission and interest group titles and overall structure, but make the current structure more equitable.

Option 2: Create four or five large units (e.g. administration, special populations, approaches to advising, institutional size and/or type, etc) with related interest groups and commissions under the appropriate unit. Structure would allow for additional commission or interest groups to form and be housed within a larger unit. Equity issues could be addressed when creating this new structure (e.g., units could sponsor sessions instead of individual commissions or interest groups, awards could be given regardless of status, all chairs could vote on Division issues, etc.).

Brief discussion of the questions raised last year regarding the structure of the Division (specifically the roles, responsibilities, and rights of Commissions and Interest Groups) and the CIGD Task Force appointed to address the issues. CIGD Reps will outline the current options for restructuring, discuss the recent survey of Commission and Interest Group Chairs, and facilitate a discussion about moving forward with recommendations.

Division Rep David Spight gave a brief history of the origins of the issues/discussion, formulation of the CIGD Restructuring Task Force (w/introduction of task force members in attendance), work of task force (comparison of like-associations, use of a force field analysis, review of material in meeting packet for discussion and overview of two options up for vote). David fielded questions and comments and then chairs were asked to discuss restructuring by small group (among those at each table). A representative from each table was then asked to report out regarding their small group discussion.

Comments from both the large and small group discussions reflected the following primary themes:

Options for restructuring: a request for more details on the four (of six) options that were eliminated in narrowing to the two presented to the chairs previously for discussion and for a vote at Annual Conference.

Current structure and issues: a comment that the current structure is not insufficient, but that the roles of, and differences between, commissions and interest groups need to be clarified; the question of if the current issues with unclear distinction between the units is a concern of the general membership, or primarily a concern of the unit chairs only?; a point that the intent of interest groups was to serve as a discussion and networking units; a comment that there is currently a sense that interest groups are “less than” commissions or are “in training” to become a commission.

Implementation of the option selected: a comment noting the need to be aware of the fiscal ramifications of restructuring; a question of how to measure success (activity of group as a whole vs. activity of the chair)?; a comment that the amount of privileges must be proportional to the amount of work required by a unit; chairs were asked to consider the big picture and focus on what is best for the organization as a whole, as opposed to what is best for their individual unit; a suggestion to develop a pre-commission process, as opposed to having to be an interest group before “moving up” to a commission; a suggestion that when the task force begins work on implementing the new structure, they should determine what the members need from the Division – perhaps use a rubric to assess this; a point that a significant issue with the current structure is that the details of the structure (differences between commissions and interest groups) are not adequately known throughout the Division and that finding an effective way to communicate and educate members on the new structure and the changes involved is crucial to success; a suggestion to determine outcomes for the restructuring process; a reminder to put a process in place to assess the new structure; a point indicating the need for a accreditation/reaccreditation process for accountability; a point to be sure to address the equity issues; a point to be sure not to decrease opportunities for members to become involved in the organization; a suggestion that for purposes of stability and continuity, consider a longer term for commission chairs or allow co-chairs; a concern about possibility of too much bureaucracy. Option 2: suggestion for the more effective use of CIGD Steering Committee – have a steering committee member oversee each topical area (knowledge community); a suggestion to require a report that is produced through a collaborative effort of all the topical areas.

Upon completion of the discussion it was determined that a vote would take place during the Annual Conference. Ballots were due to the Executive Office liaison (Jenifer Scheibler) by the end of the Annual Conference (Noon on Wednesday, Oct. 6). Each unit was allowed one vote.

The outcome of the vote was: Option #2 - 21; Option #1 - 13; Abstentions – 3.

Discussion #2 — Sharing of Best Practices as Chair

Current chairs were asked to share with incoming chairs helpful hints and best practices they have found to work during their time as a chair.

- Set up a wiki to facilitate communication among group members.
- The Distance Education Advising Commission has held monthly Webinars with Adobe Connect as an easy to use platform. Webinars are a good way to collaborate with other units.
- An idea for gather topics for HOT TOPICS session: During introductions at unit meeting to have attendees say what is an issue on campus for them. Also, to encourage unit involvement, give members small tasks to complete, which in turn gets them started successfully.
- Regional liaisons – Recruit volunteers to serve as liaison to each region. Have them hold a unit meeting and/or do a presentation at Region Conferences. Develop a “canned” presentation for all to use, or allow them to present their own.
- Recognition: Give certificates to members recognizing their contributions or activities.
- Keep things manageable and focus on one or two goals, as opposed to trying to accomplish everything at once. Get a feel for your group regarding the members’ thoughts on what the priorities are.
- Hold regular conference calls with your steering committee. (www.freeconferencecall.com)
- Use your unit membership list to pick people randomly to get to know.
- Collaborate with other unit on articles for *Academic Advising Today*.
- Ask presenters of commission sponsored sessions to turn their presentation into an article for AAT.
- Develop a mentor program within your unit.
- Communicate among chairs - use each other as resources.

Discussion #3 — Leadership Reports and Relation to NACADA Strategic Plan

Time did not permit for this discussion.

Other Items of Note

- It was announced that Interest Group status was awarded this past year to **Advising at Historically Black Colleges & Universities** and **Advising Second-Year Students**.
- It was announced that until the discussion regarding Division restructuring is complete the **moratorium** on adding units and units changing status will continue.
- **CIG Division Meeting Feedback** — Chairs were asked to complete a feedback form for the CIG Division meeting and submit it before leaving the conference.
- **Annual Town Hall Business Meeting** — Chairs were encouraged to attend.
- **Division Restructuring Vote** — Each unit was provided a ballot and ask to vote for one of two options (one vote per unit) and return the ballot to Jenifer Scheibler by the end of the conference. The results would be tallied and announced after returning to the Executive Office.

Door Prizes — NACADA resources were given out as door prizes throughout the meeting.

Meeting Adjourned with a motion made Brian Hinterscher and seconded by Vicki McGillin. Motion passed by vote at 4:49 p.m. Attendees proceeded to the Leadership Dinner at 5 p.m., followed by a Leadership Reception.