

**NACADA
Great Lakes Region V
Advisor Training and Professional Development Grant
Application**

**Submitted by
KASADA
Kent Academic Support and Advising Association
Kent State University
dept.kent.edu/KASADA**

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Submitted
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August 27, 2004

Rebecca Ryan, CCAS
NACADA Region V Chair
Room 10 Ingraham Hall
1166 Observatory Drive
Madison WI 53706

Dear Ms. Ryan:

The Kent Academic Support and Advising Association (KASADA), an allied member with NACADA, has just completed a very successful second year following reorganization. The members of KASADA are actively engaged in many different areas of advising, leadership, and professional development at Kent State University, and are frequent presenters at NACADA conferences. Over 30 of our members presented in sessions at the national conference in Dallas.

KASADA currently has 79 paid members, many of whom are also members of NACADA. We also have granted 37 complimentary memberships to faculty who participated in the Faculty Advising Workshop Series last year. Enclosed with this application is the 2003-2004 annual report for KASADA. It identifies last year's activities as well as goals for the coming year.

Among many accomplishments, KASADA sponsored, with assistance from Undergraduate Studies, our second annual professional development conference, which was a huge success. The theme was *Exploring and Embracing Diversity in Higher Education*, and the event was keynoted by Dr. Bertice Berry, who was exceptional. Participants included professionals from other universities and outside agencies. Our professional development committee will use topics from the conference to integrate into this year's programming.

This application for a 2004 NACADA Region V Advisor Training and Professional Development Grant is to seek assistance in funding our third annual professional development conference in May, 2005. It is an event that is open to faculty and advisors from any institution and will be publicized through NACADA sources. Included in this application packet is the additional information requested.

Thank you for your consideration.

Sincerely,

Deborah L. Barber, Chair
Kent Academic Support and Advising Association (KASADA)

NACADA Region V Grant Proposal

Applicant:

Kent Academic Support and Advising Association (KASADA)
Deborah Barber, KASADA Chair and Primary Contact
Kent State University
P.O. Box 5190
Kent, OH 44242-0001
330-672-0550

Project Committee:

Deborah Barber, KASADA Chair

KASADA Professional Development Committee – Cathy Zingrone, Chair; Heather Adams, Jessie Carduner, Bernadette Citano, Martha Deep, Tamie Eynon, Pamela Jones, Kathy Juda, Brandi Mosier, Lauren Perneti, Johanna Pionke, Charity Snyder, Donna Stiller, Theresa Wallace, Julie Wilcox, Kathy Zarges,

Grant Request:

\$500 to support advisor training and professional development at the Third Annual Professional Development Conference, May 20, 2005.

Project Description:

KASADA is seeking a grant in the amount of \$500 to be used for the 2005 conference to assist with the development of printed materials for the participants and to contribute to the cost of the keynote speaker.

The Conference was begun in 2002 and is modeled after the NACADA national conference. It begins with a keynote speaker then allows for several breakout sessions that are led by professionals. Last year's diversity theme included topics on advising minorities, gay/lesbian/transgendered students, adults; issues of diversity in general; and group role play in diversity, including perspectives of international students.

Approximately 110 professionals participated from Kent State University and surrounding institutions. At the conference, a table is provided to inform participants of the professional development and membership opportunities offered by NACADA at the national, regional, state and local levels. NACADA related materials include:

- Application for NACADA Membership
- NACADA Bookmark
- NACADA Commission/Interest Group Brochure
- OHAAA Application
- KASADA Application
- Brochures for the upcoming NACADA National Conference
- Information about the NACADA Graduate Certificate Program

The Conference is scheduled on the Friday following final examinations to offer the greatest opportunity for participation by advisers and in particular to be inclusive of faculty advisers. It is held off campus in order to allow professionals to break away from their daily responsibilities and have a truly professional experience.

Timeline:

September	Organizational Meeting
October/November	Secure Venue and Keynote Speaker
January	Fundraising
February	Begin Initial Advertising
March	Request NACADA Materials
April	Send Invitations Develop Materials Send Materials to Printing
May	Confirm Reservations

Conference Budget (from 2004):

Balance from previous conference	1976.79
Registration Fees	4290.00
Baskets	964.50
Lapel Pin Sales	<u>45.00</u>
Total	5299.00
Payment to Radisson	4366.24
Honoraria	525.00
Gift to Keynote	<u>196.75</u>
Total	5087.99
Profit	211.51
Costs Covered by Undergraduate Studies	
Keynote Speaker	5000.00
Reception	250.00

Project Agenda:

Please see the agenda from the 2004 conference which follows. The projected topic of the 2005 conference will look at retention, which is in keeping with the new Kent State University Strategic Plan.

Conference Agenda

- 8:00am-9:00am** **Registration and Continental Breakfast**
Grand Ballroom
- 9:00am-9:20am** **Opening of Conference**
Debbie Barber – KASADA Chair
Welcome
Dr. Gary Padak – Dean, Undergraduate Studies
Introduction of Keynote Speaker
Dr. Steve Michael – Vice Provost for Diversity
- 9:20am-10:20am** **Keynote Speaker**
Dr. Bertice Berry
- 10:20am-10:30am** **Arts and Sciences Distinguished Alumni Award**
Dr. Joseph Danks- Dean Arts and Sciences
KASADA/Undergraduate Studies Presentation of Gift
Dr. Gary Padak- Dean, Undergraduate Studies
- 10:30am-11:00am** **Book Signing and Break**
Location
- 11:00am-12:00pm** **Facilitated Small Group Discussions**
Facilitators:
Ms. Sandra Golden – Airship Suite
Dr. Eunsook Hyun – Ohio Suite
Mr. Mwatabu Okantah – Inventors Suite
Ms. Anne Reid – City View East
Dr. Kim Ulick – City View South
- 12:00pm-1:15pm** **Lunch**
City View North
- 1:15pm-2:15pm** **Large Group Working Sessions**
Presenters:
Dr. Ken Cushner – City View East
Mr. E. Timothy Moore – City View South
Dr. Dennis Reitenbach & Johni Fiber – Grand Ballroom
Dr. Priscilla Smith – City View North
- 2:15pm-2:30pm** **Afternoon Break**
City View Foyer
Bids for Silent Auction close at 2:30pm
- 2:30pm-3:15pm** **Large Group Working Sessions Continue**
- 3:30pm-4:00pm** **Wine Reception, Silent Auction Winners, Evaluations, Close of Conference**
Grand Ballroom

**KASADA
ANNUAL REPORT
July, 2004**

This annual report will summarize the activities and accomplishments of the organization during the 2003-2004 academic year.

Executive Board

Elections were held in April for the executive board for 2004-2006.

	<u>2002-2004 Board</u>	<u>2004-2006 Board</u>
Chairperson	Debbie Barber	Debbie Barber (2004-05 only)
Vice Chairperson	Steve Mousetes	Heather Adams
Secretary	Diane Munson	Vicki Bocchicchio
Treasurer/ Membership	Meg May	Chris Paveloi
Professional Development	Donna Stiller	Cathy Zingrone
Campus Affairs	Matt Minichillo	Anne Reid
Communications	Heather Adams	Sharon Edwards
Regional Campuses	Diane Hoffman	Shelly Weekley-Rawson
Assessment	Tim Gray	Tim Gray
Faculty Representative		Jessie Carduner (new position)

Accomplishments 2003-2004

Assessment

- ❑ Researched and compiled materials from ACT, NACADA, Miami, Penn State, Michigan
- ❑ Constructed web based questionnaire (to pilot at Stark Campus)
- ❑ Attended NACADA assessment seminar
- ❑ Working with Stephanie Booth regarding assessment and AQIP

Campus Affairs

- Publication of an advising handbook

The framework is on the web site and will be completed by mid fall semester. The Handbook will be available to anyone seeking information to assist with advising students. It is expected that this will be particularly helpful to faculty advisors as a quick reference.

- KASADA members represent the organization on various campus committees
 - Retain Coordinating Committee, Cathy Zingrone
 - A&A Deans, Matt Minichillo
 - SIS Advisory, Heather Adams
 - Student Quality Advising Council, Joanna Liedel
 - Living Learning Communities Advisory Council, Anne Reid
 - Infosilim, Debbie Barber
 - Opening of School, Sharon Edwards
 - Transfer Credit Coordinating Committee, Charity Snyder
 - URCC, Becky Gares
 - First Year Experience/Retention, Debbie Barber
 - Orientation Coordinators, Julie Wilcox
 - Orientation Weekend, Julie Wilcox
 - PASS Coordinators Committee, Kristy Perry

Representatives report back salient information to the membership, and provide summaries to the web site.

Communications

- Prepared invitations and informational flyers for Fall Forum and Stress Busters
- Created all promotional and program materials for the Conference
- Helped with development of online advising handbook
- Revised membership brochure
- Wrote and published fall and spring newsletters
- Purchased KASADA notepads, pens, and lapel pins
- Completed web site
- Purchased digital camera

Membership

Our membership goal for the year was to increase to 100 members. This was exceeded by 16 members. However, memberships were free to participants in the Faculty Advisor Workshop Series. Total paid members were 79.

The membership fee for 2004-2005 will increase by \$5.00 to \$15.00 for the year beginning September 1, 2004.

Programming/Professional Development

The Professional Development Committee was responsible for programming and professional development for the year. Participation at scheduled events was robust, signaling the relevance and desire for training, professional development, networking, and general interest in contributing to the support of students at Kent State University.

The following is a brief overview of KASADA activities:

- September 18
Fall kick-off business meeting
Presentations by Dr. Gary Padak, and by Student Financial Aid.
- October 16
Inservice
Introduction and Welcome by Dr. Pete Goldsmith, new Vice President for Enrollment Management and Student Affairs.
- November 14
Fall Advising Forum in collaboration with Undergraduate Studies. Partially funded by grant monies from NACADA.
- January 30
Stress Busters, a session focused on preventing and dealing with stress, was held at the Student Recreation and Wellness Center.
- February 19
Membership meeting
Presentations by Mark Ledoux, Admissions, Transfer and Regional Campus Transition Students; Susan Cole, Registrar's Office, Email Advising and FERPA.
- March 18
Membership meeting at the Salem Campus
Presentations by Chris Carlson, Director of Horticulture Technology; Janice Gibson, Radiology.
- April 15
Membership meeting, election of officers
Program: Gail Peters, Ohio Learning Network; Greg Seibert, Director, Security and Access.
- May 14
Second Annual KASADA Conference, Akron City Center, "Exploring and Embracing Diversity in Higher Education"
Keynote speaker: Dr. Bertice Berry
- June 24
Membership Meeting
Conference Report
Presentations: Les Carter – Tuition Calculation
Anissa Strickland – Academic Progress
Updates: Freshman Forgiveness, +/- Grading, New English Program Proposal, Transfer Module, New Math Foundations Courses

Regional Campus

- ❑ The annual college update meetings
- ❑ Perfected meeting by polycom, saving driving time for members
- ❑ Piloting polycom advising with Arts and Sciences
- ❑ Brenda McKenzie is spearheading an effort to take student life activities and professional organizations to regional campuses.
- ❑ Coordinated KASADA meeting at the Salem Campus

PROPOSED BY-LAWS CHANGES

The following changes in the by-laws will be presented at the next membership meeting:

- (1) The Vice Chair will sit on the Professional Development Committee
- (2) The outgoing Chair will chair the Faculty Adviser Workshop Series Committee

FACULTY ADVISER WORKSHOP SERIES

KASADA will assume leadership for the Faculty Adviser Workshop Series that has previously been conducted by Undergraduate Studies. The programming committee will consist of one representative from each academic unit, a regional campus member, and a faculty adviser.

GOALS FOR 2004-2005

- Continue efforts to increase membership with emphasis on faculty advisers.
- Sponsor the Third Annual Advising Forum
- Reach out to student support areas, e.g., International Programs, Financial Aid, Residence Services.
- Establish a link between Dr. Stephanie Booth (AQIP) and the Assessment Committee
- Collaborate with the Faculty Professional Development Center
- Establish a mentoring program to include professional and faculty advisers
- Explore development of a video training program for advisers
- Engage the larger campus community in the annual conference
- Weave the cultural diversity theme from the conference into programming throughout the year
- Promote and support the NACADA Conference in Cincinnati
- Explore new grant opportunities
- Continue the Annual Conference

KASADA Membership Application

AREA OF AFFILIATION:

- College of Architecture & Environmental Design
- College of Arts & Sciences
- College of Business Administration
- College of Communication & Information
- College of Education
- College of Fine & Professional Arts
- Honors College
- College of Nursing
- School of Technology
- Undergraduate Studies
- Regional Campus (_____)
- Student Affairs (_____)
- Athletics
- Other _____

YOUR POSITION:

- Professional Academic Advisor
- Faculty Advisor (Dept.: _____)
- Administrator
- Student Affairs Professional

PLEASE RETURN COMPLETED MEMBERSHIP APPLICATION WITH PAYMENT TO:

Chris Paveloi
Chair, Membership Committee
Kent State University
STARK CAMPUS

KASADA Executive Committee

Chair

Debbie Barber
College of Education
dbarber@kent.edu

Vice Chair

Heather Adams
Colleges of F&PA/CCI/AED
hadams@kent.edu

Secretary

Vicki Bocchicchio
Honors College
vbocchic@kent.edu

Treasurer & Chair, Membership Committee

Chris Paveloi
Stark Campus
cpaveloi@kent.edu

Faculty Representative

Jessie Carduner
Modern & Classical Language Studies
jcardune@kent.edu

Chair, Assessment Committee

Tim Gray
Stark Campus
tagray@kent.edu

Chair, Campus Affairs Committee

Anne Reid
Colleges of F&PA/CCI/AED
areid@kent.edu

Chair, Communications Committee

Sharon Edwards
School of Technology
sredward@kent.edu

Chair, Professional Development Committee

Cathy Zingrone
Colleges of F&PA/CCI/AED
czingron@kent.edu

Chair, Regional Campus Committee

Shelly Weekley-Rawson
Trumbull Campus
mrawson1@kent.edu

KASADA

Kent Academic Support & Advising Association



**Collaborating with advisors
across campuses**

KENT STATE
UNIVERSITY

MEMBERSHIP INFORMATION

KASADA

Who Are We?

The **Kent Academic Support and Advising Association (KASADA)** is the primary organized group of professional and faculty advisors and student support personnel at Kent State University. The organization is an allied member of the National Academic Advising Association (NACADA) and supports the goals and programs of NACADA.

What is Our Mission?

To increase advising effectiveness at Kent State University by strengthening communication on academic advising issues within the academic community and among professional advisors.

To aid in the development of a greater understanding of the role of advising in student learning and to strengthen University-wide recognition of the significance of academic advising in the recruitment, retention and academic success of Kent State University students.

To advocate for high quality academic advising services to students and to aid in the implementation of an advising assessment process to ensure continuous improvement.

To provide a network of advisors and other student affairs professionals that fosters a collaborative environment to ensure student success.

To provide opportunities for professional development to academic advisors and student support personnel throughout the eight campus system.

What are the Benefits of Membership?

KASADA provides opportunities for **professional advisors, faculty advisors** and **student affairs professionals**, including:

- ▶ Affiliation with NACADA (National Academic Advising Association)
- ▶ Monthly meetings
- ▶ In-services each semester addressing current topics and issues
- ▶ Fall Advising Forum
- ▶ Annual Professional Development Conference
- ▶ Opportunity to get involved with a subcommittee
- ▶ Access to the KASADA Website which contains the KASADA Newsletter
- ▶ Networking with colleagues from across the eight-campus system

Please visit our website for more information:

<http://dept.kent.edu/kasada>

How Can I Join?

Joining is simple! Just complete the membership application in this brochure and send it along with your membership dues. The membership year runs from September 1 through August 31. Any questions or comments may be directed to the executive committee.

KASADA MEMBERSHIP APPLICATION

Name: _____

Title: _____

Campus Address: _____

Office Phone: _____ Fax: _____

E-Mail Address: _____

Check One:

___ 1 year membership (\$15.00)

___ 1 year full-time graduate student (\$5.00)

***Make checks payable to: KASADA**

Please check if you are interested in joining any of these KASADA subcommittees.

___ Assessment

- Campus Affairs
- Communications
- Membership
- Professional Development
- Regional Campus

Are you a member of NACADA? YES NO
(since: _____)

Are you a member of OHAAA? YES NO

DEMOGRAPHIC INFORMATION (optional):

Gender: Male Female

Age: 20-30 31-40 41-50
 51-60 61+

Ethnic Background:

African American Asian American
 Native American Caucasian
 Hispanic/Latino Other (_____)

Highest Level of Education Completed:

Doctorate Bachelor's
 Educational Specialist Other
 Master's (_____)

<http://dept.kent.edu/kasada/>