



Admin Division Year-End (August 2021) Unit Report for the **AACSS** (Name of Advisory Board or Committee)
Submitted by: **Jayne Drake, jdrake@temple.edu** (Name and email of Advisory Board or Committee Chair)

Please complete the forms below. The first form (the “Projects/Tasks” table) asks each Chair to list all the projects and/or tasks their group is hoping to undertake this year. The second form on page two asks Chairs to identify ONE of these projects/tasks that will be tracked, measured, and assessed. This assessed project/task should be one considered of high importance which fulfills goals of the group in accordance with the NACADA Strategic Plan. **December 15th** is the due date for this Year-Beginning report. Send the final version to Division Reps **Carol Pollard** (Carol.Pollard@unt.edu) and **Wiona Porath** (wporath1@jhu.edu), EO Liaison, **Leigh Cunningham** (Leigh@ksu.edu), and your unit’s EO Liaison. Thank you!

Projects/Tasks for this Year:	Strategic Goal that applies
Professional Development Program: The scholarly tools, strategies, and tips necessary to become a successful speaker/consultant. A formal and informal mentoring program that pairs new AACSS members with experiences members. The Professional Development sub-committee of the AACSS AB is already at work fleshing out the components of this multi-faceted program.	Provide professional development opportunities that are responsive to the needs of advisors and advising administrators
AACSS Handbook: The Handbook sub-committee of the AACSS AB has already begun to work on a revised, more comprehensive Handbook for AACSS members. We view this resource as never being complete, “static.” As it should, it will continue to be a fluid document, responsive to the needs of its users and the evolving nature of advising and the scholarly research that supports it.	Provide professional development opportunities that are responsive to the needs of advisors and advising administrators
AACSS Website: Update and maintain the AACSS website—both the public site for institutions and prospective consultants and speakers, as well as the “private” site reserved for AACSS members.	Promote the role of effective academic advising in student success to college and university decision makers

Please choose **one** of the above projects or tasks to highlight for the Division that will be measured and assessed this year. As noted on the previous page, this assessed project/task should be one considered of high importance which fulfills goals of the group in accordance with the NACADA Strategic Plan. For this Year-Beginning report, please complete columns 1-6 (one through six) below. The final report on goals achieved for the year, which will be due in **August 2021** (date TBD), will include the completion of columns 7 and 8. If you have questions, contact the Reps or Liaison.

1	2	3	4	5	6	7	8
NACADA Strategic Goal(s) (List strategic goal(s) to which the outcome is related)	Specific desired outcome (What you want to occur as a result of your efforts; what you want someone to know, do, or value)	Actions, activities, or opportunities for outcome to occur (What processes need to be in place to achieve desired outcome)	Outcome measurements & related data instrument(s) (How you will specifically measure for the outcome and any instruments you will specifically use e.g. survey, focus group)	Other groups or individuals (if any) to connect with in achieving this outcome (List any plans or opportunities for collaboration with other Committees, Advisory Boards or units regarding this outcome)	Challenges (if any) anticipated in achieving this outcome (How you plan to address difficulties that may arise as you work to achieve the outcome)	Progress toward achieving outcome (to be completed for the August 2021 report)	Future action(s) based on data (Data-informed decisions) (to be completed for the August 2021 report)
Comprehensive Professional Development Program	Intended for new and seasoned consultants and speakers, the AACSS professional development program, now under construction, will provide the informational, conceptual, and relational material necessary for effective speaking and consulting, along with strategies for virtual and on-site engagements. A key component of the	Several sub-committees of the AACSS Advisory Board are already in place to undertake this large project and, in fact have already begun to craft a sweeping program.	The NACADA participants in this professional development program and, by extension, the colleges, universities, and other higher education entities who are the benefactors of their training are where we will base our outcome-related measures. Uncertain at this point in the development process what those specific measures will be, but are certain to include both the consultants/speakers and the institutions that have received their expertise and services. –Surveys	The AACSS will continue its collaboration with the Professional Development Committee as it builds a comprehensive and sustainable program. Our EO Liaison, Cathy Swartz, will also play a key role in the development of all initiatives related to this program.	Especially as the formal and informal mentoring components evolve, we will have a better sense of any budgetary implications. However, at this point, we do not anticipate any costs associated with this program.	Important strides have been taken with the mentoring program for our new consultants/speakers. Content and goals are in place, as are a number of our most senior speakers and consultants who have volunteered to serve as mentors. We have advertised the service, and to date only one newbee has taken advantage. We have recorded videos for the public and private sides of the AACSS	The AACSS Consultants and Speakers Handbook is the top priority for the coming year. A subcommittee of the AB will be running with it. Second priority: The website—both the outward and inward facing sections. Third priority: Build a statue in Cathy Swartz honor for persistence and bravery in herding us cats and in working with institutions

	<p>Professional Development Program is a mentoring program that connects new and experienced AACSS members.</p>		<p>and other sorts of feedback instruments.</p>			<p>website. On the public side: one for prospective admits who want to learn more about us, and another for institutions looking to contract AACSS services. On the private side: a video for newly admitted members that provides the foundational information folks need to get started with us. Observation: this pandemic academic year has been a challenge for everyone on the AACSS AB, all of whom have been faced with more intense responsibilities on their own campuses. Despite some major successes/ accomplishments this year, it has been worse than pulling teeth to find common meeting times. As a result, our work has been</p>	<p>in booking our services.</p>
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