Division Unit Report for the <u>Administrators' Institute Advisory Board</u>
Submitted by <u>Stephanie Hands, Chair</u>

Please complete **Columns 1 through 6** and return by **November 1, 2015,** to Administrative Division Reps Kerry Kincanon, kerry.kincanon@oregonstate.edu , and Brett McFarlane, bmcfarlane@ucdavis.edu , with a copy to Administrative Division Liaisons Maxine Coffey, mcoffey@ksu.edu , and Jennifer Joslin, jejoslin@ksu.edu . Please copy your unit's Executive Office Liaison as well.

Two columns have been added to the November 2015 report form, providing a place to indicate which other units (if any) your group will collaborate with in achieving its 2015-16 outcomes, and what challenges (if any) you anticipate in achieving those outcomes. The Executive Office will compile a summary of the Administrative Division reports and provide it to all Division chairs for their use in identifying possible areas of future collaboration.

Columns 7 and 8 are included only for reference at this time, as they will not be completed until the progress report due August 15, 2016.

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 oppor-tunities 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 ==(Only completed in August 2016 report)==	Future action(s) based on data (Data-informed decisions) ==(Only completed in August 2016 report)==
Strategic Goals: 2, 3, and 5.	Academic Administrators (with either unit or campus wide responsibilities) that attend the institute will be given a relevant and up to date experience based on current national trends and needs.	The AI board will be meeting regularly on line to review and assess the success of the new curriculum. The board will work with the Executive office to ensure that the goals and direction of the review are relevant and appropriate.	The board will work with the faculty and executive office during the review process to obtain feedback from all stakeholders. A survey is given			The AI Advisory board has met twice via Zoom meetings to discuss the success of the curriculum and the survey results from 2016. The Executive Office has also had meetings with the faculty and the past and current chair to discuss the success of the new curriculum as well as partners in the new track for campus wide administrators. Because of the	There will be additional Zoom meetings added for the Advisory board to discuss improvements. In addition we will strive to utilize our listserv more effectively to continue conversations. We will continue to adjust the delivery of AI to accommodate the needs of our

| | | The faculty will develop/deliver new workshops with common practices and benchmarks. | every year at the end of attendance. We will compare results from past institutes.

We will identify and ask returning attendees to participate in an online focus group. | | | addition of our new track, among other reasons, our attendance this past event was considerable larger.

The survey results were definitive in what sessions/track/adjustments to curriculum were effective and we have adjusted accordingly. The new standardized format was well received for concurrent sessions as well as the extended time. One repeated request was that we give more concrete examples of success within each concurrent session subject. While we do not like to endorse any one example as a magic bullet we can provide a more direct link to best practices examples (through the clearing house and online resources for NACADA members). Another request was that "track B" attendees would like an opportunity to attend concurrent sessions. We will be adding that option to our structure.

We were not able to formalize a focus group but retain this idea for the 2017 event.

Although the winter | attendees. Another adjustment will be to end AI earlier to allow for attendees to more easily travel home.

After discussion with the Executive Office – the board will be looking at a new seminar topic that uses concrete data/examples/take-aways that can be more readily applied to one's home institution. It is our hope that this will increase satisfaction and return attendance. |
| | The new Winter Seminar topic and format will be well received and attended. This will set the stage for future collaborative opportunities. | | | | | | |

					seminar topic attracted not only administrators but partners in data analytics, the comments from the survey showed that if we do this subject again in the future, some adjustments need to be made to improve the scope and fill in gaps where people were desiring more direction and resources. Overall the delivery of the case study model was well received.	
	Provide additional information on the Administrator Institute website to offer opportunities to more/new attendees through the event AI and Winter Seminar participants will be more informed on the faculty and the value they add as facilitators and presenters.	The website will be edited to make it more transparent the choices of faculty at AI through enhanced information. The expertise list will be added to the information provided on the faculty.	Survey question(s) will be to attendee post event evaluation.			The website was updated by the Executive Office to add more information about the faculty. In addition the faculty interest form is now an online application thanks to Dayna and Jennifer's hard work. This has streamlined the process and it also allows AI, Assessment and the SI to share information more readily.	We will continue to recruit possible new board members as well as faculty for AI. We will continue to split the resources for internship opportunities for both tracks. It has been suggested that we also post testimonials from both tracks – this will be discussed further at our annual meeting.

Because the new goal for 2015-2016 is an ambitious one, we will continue to make adjustments to past goals but the focus this year will be dedicated to the new curriculum.