

Division Unit Report for the Administrators' Institute Advisory Board

Submitted by Stephanie Hands (ssmith@unm.edu)

Please complete **Columns 1 through 6** and return by **November 1, 2016**, to Administrative Division Reps Cecilia Olivares, cecilia.p.olivares@gmail.com , 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.

This report will reflect items from your unit's 2016-2017 plan of work. 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, 2017.

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 (Only completed in August 2017 report)	Future action(s) based on data (Data-informed decisions) (Only completed in August 2017 report)
Strategic Goals: 2, 3, 5, and 6.	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 board will work with the faculty and executive office during the review process to obtain feedback from all stakeholders. (Continuing from last)	While we have revised questions on the survey we have not identified repeat participants for additional questions/focus group activity	Possibly use Webinar board to assist in an online focus group. Professional Development Advisory Board Advising Administration Commission	Time and space for collaboration is always a challenge. To avoid this the board will work closely with the Administrative office to ensure benchmarks are met during the upcoming season and utilize the technical and staff resources available to us.	Surveys continue to be used to get feedback about the participants' experiences at the Institute. The faculty continue to make changes to the curriculum based on this feedback.	Continue to utilize feedback from surveys collected from the Institute but also seek out feedback from participants who have attended multiple Institutes since they offer a unique perspective of having attended

							different Institutes.
	<p>Winter Seminar topic: Continue to identify relevant and engaging topics and delivery plans that can be added to a repository of events that may want to be revisited.</p>	<p>The board should engage in conversation about new and exciting publications, research, trends in Advising administration. Sharing information from other organizations and questions or interests.</p>	<p>An inventory of material or seminar topics with related materials. An interest/exploration list for the board to add to. Specific topics to review as a group.</p>	<p>Professional Development Committee, Summer Institute Advisory Board, Assessment Institute Advisory Board, Webinar Advisory Board</p> <p>Advising Administration Commission</p>		<p>Topic for this next year has been determined and is currently being worked on.</p>	<p>Continue to work within NACADA structure to find Winter Seminar topic that is not only relevant to the profession but also consistent with meeting the Association's goals.</p>
	<p>Collaborative activities</p>	<p>The board will volunteer to assist the Publications board with reviewing chapters for the Acad. Adv. Administration publication.</p>	<p>Tangible feedback will be shared with others on the board and the Publications Board</p>	<p>Publications Advisory Board</p>		<p>Several members of the board and/or Administrator's Institute faculty participated in reviewing chapters for the Academic Advising Administration publications.</p>	<p>Continue to work with other committees/boards within NACADA to leverage the expertise by this board and its faculty to help achieve NACADA's goals and outcomes.</p>