

Division Unit Report for the Administrators' Institute Advisory Board (Name of Advisory Board or Committee)

Submitted by: JP Regalado(John.Regalado@tamucc.edu) (Name and email of Advisory Board or Committee Chair)

Please complete **Columns 1 through 6** and return by **November 15, 2017** to Administrative Division Reps Cecilia Olivares (olivaresc@missouri.edu) and Steve Viveiros (viveiros_steven@wheatoncollege.edu) with a copy to Admin Division Liaison Jennifer Joslin (jejoslin@ksu.edu). Please copy your Executive Office Liaison as well.

This report will reflect items from your unit's 2017-2018 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, 2018.)

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 2018 report)	Future action(s) based on data (Data-informed decisions) (Only completed in August 2018 report)
Provide professional development opportunities that are responsive to the needs of advisors and advising administrators	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.	AIAB will utilize resources via multiple communication methods to ensure information is relevant and addressing current issues.	Attendance numbers is one measure that we are delivering quality opportunities. We want to attract new participants and maintain interest in the program from previous attendees.		The current fiscal climate will affect attendance. We will need to show the return on investment of this kind of event. Marketing is key and the Executive office has already increased the amount of exposure for this and the WS event.	Attendance at Administrative Institute continues to be strong for both Track A and Track B. Majority of attendees are new attendees although we continue to have returning attendees from previous institutes.	We will continue to monitor attendance and compare it to previous years. We will also continue to evaluate the effectiveness of both Tracks based on evaluations and feedback from attendees.

			Improving survey results and increasing the response rate. Asking targeted questions for feedback given challenges in the past.			Unfortunately, our responses to the survey were lower than we had hoped. While the responses we received were helpful, we need to continue to work to get more survey responses.	This year, we changed the topic of one of the general sessions and feedback was mostly positive. This feedback will help the Advisor Board and faculty in planning for this year's Institute
Develop and sustain effective Association leadership		Targeted communication to the AI Commission through listservs will give members an opportunity to tell the board what they presently find challenging or increasingly relevant.			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.		
		A handbook will be developed for future members and future chairs.				We have not made any progress on a handbook and need to evaluate this as a desired outcome for the future.	See progress report.
Expand and communicate the scholarship of academic advising	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.	AIAB in conjunction with the Executive office will identify topics for the seminar that will highlight current trends in Advising and address popular topics.	The next two years have already been identified. Success will be measured by the interest generated in the programs – quantified by attendance and quality assessed by post event surveys.	Professional Development Committee, Summer Institute Advisory Board, Assessment Institute Advisory Board, Webinar Advisory Board		While our attendance at this year's Winter Seminar was lower than in past years, we still consider the event a success due to the content and from the feedback from those that attended the event. We are finalizing the content for this year's Seminar and the AIAB Chair has already made connections with members of the Professional Development Committee about a possible topic for 2020.	Continue to brainstorm topics that are relevant to the members and the advising profession while also working collaboratively with other NACADA groups in determining the best way to deliver and present the content.

		An inventory was suggested last year but was not realized. This is a carry-over objective from last year.	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.	Advising Administration Commission			
Foster inclusive practices within the Association that respect the principle of equity and the diversity of advising professionals across the vast array of intersections of identity	Collaborative activities: The AIAB will find new ways to recruit new members to be involved in the board. AIAB will also find ways to sustain other partnerships that enhance opportunities for our members.	A shared inventory of resources (both human and other) for all event boards. This would allow for all to leverage a wider array of voices and support for all events. (as discussed at the annual conference meeting).	A robust list of faculty, presentations, publications, worksheets, etc. is available to all boards.	Summer Institute Advisory Board, Assessment Institute Advisory Board, Webinar Advisory Board		We have yet to develop a formal inventory although we continue to brainstorm about potential topics as well as how integrated the content should be in relation to other NACADA professional development events.	Continue to think about the overall curriculum that NACADA offers for professional development and work with other groups in NACADA in providing cost-effective and relevant professional development.