

Admin Division Post-Conference Unit Report for the Administrators Institute Advisory Board (Name of Advisory Board or Committee)

Submitted by: JP Regalado (Name and email of Advisory Board or Committee Chair)

Please complete the forms below. The first form (the “Projects” table) asks each Chair to list all the projects or tasks their group is hoping to undertake this year. The second form on page two asks Chairs to identify ONE project that will be tracked, measured, and assessed. This assessed task is of high importance and fulfills important goals of the group and NACADA in accordance with the NACADA Strategic Plan. **November 15th** is the desired due date for both pages of this report. Send the final version to Steve, Teri, Jennifer Joslin (jejoslin@ksu.edu), and your EO liaison. Thank you!

Projects for this Year:	Strategic Goal that applies
Continue to maintain open communication with the Advisory Board and the Institute Faculty so there is no disconnect and each works to complement the work of the other.	Develop and sustain effective Association leadership
Provide cost effective and beneficial professional development experiences for Institute attendees.	Provide professional development opportunities that are responsive to the needs of advisors and advising administrators
Winter Seminar topic: Continue to identify relevant and engaging topics and work to get topic proposals as early as possible so topic can be selected and marketed appropriately.	Expand and communicate the scholarship of academic advising

Please choose **one** project or task to highlight for the Division that will be measured and assessed this year. This assessed task is of high importance and fulfills important goals of the group and NACADA in accordance with the NACADA Strategic Plan. Begin by completing columns 1-6 (one through six) below. If you have questions, contact Steve Viveiros (viveiros_steven@wheatoncollege.edu) or Teri Farr (tjarr@illinois.edu). **November 15th** is the desired due date for both pages of this report. Send the final version to Steve, Teri, Jennifer Joslin (jejoslin@ksu.edu), and your EO liaison. Thank you!

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 (completed for the August 2019 report)	Future action(s) based on data (Data-informed decisions) (completed for the Aug. 2019 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 useful professional development experience based on current national trends.	Faculty and management team need to continue to be knowledgeable of what is going on with the higher education landscape as well as continue to utilize feedback by Institute attendees.	We will continue to survey the attendees who attend the Institutes and work to increase the number of survey responses. In addition, we will continue to track attendance numbers in comparison to previous years.		We need to continue to be mindful of the economic climate and affordability for members to attend these events. Having said that, the EO continues to do an outstanding job in keeping the costs of the Institutes reasonable for attendees.	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 had an increase in evaluations from the year before and overall, were positive.	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

<p>Expand and communicate the scholarship of academic advising</p>	<p>Winter Seminar topic: Continue to identify relevant and engaging topics and work to get topic proposals as early as possible so topic can be selected and marketed appropriately.</p>	<p>The AIAB will brainstorm potential topics and Chair will actively reach out to other areas/leaders in NACADA for potential topics and proposals.</p>	<p>We hope to have at least one proposal for the Winter Seminar by March 2019 for the Management Team to review. We will also continue to track attendance numbers in comparison to previous years.</p>	<p>Professional Development Committee</p>	<p>Staying current of hot topics relevant to NACADA members but also keeping closely tied to NACADA's overall curriculum of professional development offerings/topics.</p>	<p>This year, a Professional Development Work Group came up with a possible topic and was ready to submit but Seminar topic had already been selected. This came about as a unique arrangement between NACADA and Complete College America with the focus on HBCUs.</p>	<p>Outgoing chair will work with incoming Chair to have the Seminar Topic Selection Process in place so that the 2021 Seminar Topic can be selected in Summer/Fall 2020.</p>
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