

Administrators' Institute Advisory Board

Annual Meeting

September 15, 2020 @ 2:30 CST via Zoom

Attendees: Tara Warden, Bill Watts, Jennifer Leach, Alicia Muhammad, Dana Zahorik, Gregory Mason, Stephanie Kraft-Terry, JP Regalado, Jennifer Rush (Liaison)

Unable to attend: Kathy Collins, Kim Smith, Rubab Jafry O'Connor, Stephanie Hands

Agenda:

- Greetings and acknowledgement
 - Welcome new members!
 - Kimberly Smith, Virginia Tech (2020-2022)
 - Alicia Muhammad, Appalachian State University (2020-2022)
 - Dana Zahorik, Fox Valley Technical College (2020-2022)
 - Gregory Mason, Penn State University - University Park (2020-2022)
 - Thank you to our continuing members
 - Tara Warden, Chair, University of Cincinnati (2019-2021)
 - Stephanie Hands, The University of New Mexico (2015-2020, 2019-2021)
 - Bill Watts, University of Nebraska-Lincoln (2019-2021)
 - Jennifer Leach, Southwestern University (2019-2021)
 - Katheryne (Kathy) Collins, Florida International University (2019-2021)
 - We appreciate the service of our outgoing members!
 - Stephanie Kraft-Terry, University of Hawaii-Manoa (2018-2020)
 - Rubab Jafry O'Connor, Carnegie Mellon University (2018-2020)
 - JP Regalado, out-going Chair, Texas A&M University-Corpus Christi (2017-2019)
- Review of 2020 Report to the Administrative Division
 - Welcome Greg Mason, Chair of Administrator Advising Community – creating this connection was a 2020 goal
 - No Discussion
- Update on 2021 Administrators' Institute Planning and Winter Seminar
 - AI management team and past chairs have been meeting to consider potential plans for the 2021 event (Jennifer Rush, JP Regalado, Stephanie Hands, Kim Smith consulting), in addition to all NACADA Institute Chairs working to collaborate for consistency
 - No decision has been made concerning the modality of the 2021 Institute
 - Looking at what/how will best meet the needs of our participants
 - Currently planning for both in person and virtual event
 - It has been determined to not host a Seminar this year due to restrictions in planning etc.
 - Have discussed combining the two Tracks if we take the event virtual
 - Changes for 2021
 - Format and faculty to be determined
 - Past faculty consulting group
 - Does have members from the Advisory Board as part of this group
 - Advisory Board Survey feedback and discussion
 - Potential new topics well-received by Advisory Board:
 - Leading Academic Advising in a shift to Remote Work and Learning
 - Racial Climate and the Role of Advising Leaders When Black Lives Matter
 - Resource Changes and Impacts in Pandemic Times
 - **Discussion:**
 - Physical vs Virtual
 - Will the dates change?
 - Physical, no change
 - Virtual, plan is to keep the same days, but we can “encroach” into Seminar time if needed
 - We are considering time zones in looking at schedules etc.
 - When will we know if we are going virtual?
 - We hope to have an answer in November

- Is Hybrid an option?
 - Due to the expense of hosting a Hybrid event and the complexity it is not something we are considering for 2021; however, might be an option for 2022 and beyond
- Topics:
 - Action Plans and Consulting have been important to AI participants in on-site formats and we need to identify if/how this could be done with quality if virtual
 - Ability to incorporate breakout rooms on topics allowing participants to choose their own topic for discussion
 - There will be a need for synchronous sessions and engagement
 - Team vs Individual – experience is very different; need to engage both types of attendees
 - Still see a need to provide time for teams to work together on Action Plan
 - Might see a drop in team attendance due to budget cuts
 - Participants will not be “away” from daily life like they are in a physical event
 - Will our curriculum as we have it translate to a virtual environment
 - Consider having more breakout/panels/roundtables over plenary/concurrent sessions
 - Use the sessions to “force” engagement
 - Consider using resources already available through NACADA (e-Tutorials, webinars) to complement the Institute
 - Unpopular Topics
 - Research and Faculty Advising received lower scores on the survey
 - How do we include and provide value to Faculty based model and hybrid model
 - Is it a matter of people not being interested in a topic or do they choose a topic more relevant to their current situation?
 - Structure similar topics during the same time period to help eliminate competition for the topic
 - Would it be a solution to provide the content of the topics we “drop” due to new topics/schedules in a “resource” section for viewing at leisure within a pre-set time frame after the event? Asynchronous
 - Have a variety of options has proven to be viable in past events
- If virtual, do we still try to keep people in “teams” like we have in the physical events?
 - Still a viable concept
- Alicia sent following link for a blended virtual conference:
 - https://docs.google.com/document/d/1qkEdMhQOrBG_fkfW7aH7NpIUYa-S8jzrnjSFY4bB28s/edit?usp=sharing