



**Admin Division Year-Beginning (Post-Conference) Unit Report for the** Administrators' Institute (Name of Advisory Board or Committee)  
**Submitted by:** Tara Warden (Name and email of Advisory Board or Committee Chair)

Please complete the forms below. The first form (the "Projects/Tasks" table) asks each Chair to list all the projects and/or tasks their group is hoping to undertake this year. The second form on page two asks Chairs to identify ONE of these projects/tasks that will be tracked, measured, and assessed. This assessed project/task should be one considered of high importance which fulfills goals of the group in accordance with the NACADA Strategic Plan. **December 15<sup>th</sup>** is the due date for this Year-Beginning report. Send the final version to Division Reps **Carol Pollard** ([Carol.Pollard@unt.edu](mailto:Carol.Pollard@unt.edu)) and **Wiona Porath** ([wporath1@jhu.edu](mailto:wporath1@jhu.edu)), EO Liaison, **Leigh Cunningham** ([Leigh@ksu.edu](mailto:Leigh@ksu.edu)), and your unit's EO Liaison. Thank you!

Projects/Tasks for this Year:	Strategic Goal that applies
Provide a high-quality professional development opportunity for NACADA current and future advising administrators	Develop and sustain effective Association leadership
Re-design the Administrators' Institute to deliver in an entirely virtual format, including topics that are urgently relevant to administrators in the midst of the COVID pandemic changes	Expand the use of innovative technology tools and resources to support the Association <b>AND</b> Provide professional development opportunities that are responsive to the needs of advisors and advising administrators
Continue to diversify the AI Advisory Board to reflect a better representation of NACADA members	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
Engage the AI Advisory Board in consideration of content topics and new topics for the current year	Develop and sustain effective Association leadership
Build connection with the Advising Administration Community	Provide professional development opportunities that are responsive to the

	needs of advisors and advising administrators

Please choose **one** of the above projects or tasks to highlight for the Division that will be measured and assessed this year. As noted on the previous page, this assessed project/task should be one considered of high importance which fulfills goals of the group in accordance with the NACADA Strategic Plan. For this Year-Beginning report, please complete columns 1-6 (one through six) below. The final report on goals achieved for the year, which will be due in **August 2021** (date TBD), will include the completion of columns 7 and 8. If you have questions, contact the Reps or Liaison.

1	2	3	4	5	6	7	8
<b>NACADA Strategic Goal(s)</b> (List strategic goal(s) to which the outcome is related)	<b>Specific desired outcome</b> (What you want to occur as a result of your efforts; what you want someone to know, do, or value)	<b>Actions, activities, or opportunities for outcome to occur</b> (What processes need to be in place to achieve desired outcome)	<b>Outcome measurements &amp; related data instrument(s)</b> (How you will specifically measure for the outcome and any instruments you will specifically use e.g. survey, focus group)	<b>Other groups or individuals (if any) to connect with in achieving this outcome</b> (List any plans or opportunities for collaboration with other Committees, Advisory Boards or units regarding this outcome)	<b>Challenges (if any) anticipated in achieving this outcome</b> (How you plan to address difficulties that may arise as you work to achieve the outcome)	<b>Progress toward achieving outcome (to be completed for the August 2021 report)</b>	<b>Future action(s) based on data (Data-informed decisions) (to be completed for the August 2021 report)</b>
STRATEGIC GOAL #2: Provide professional development opportunities that are responsive to the needs of advisors and advising administrators	Advising administrators that attend the institute will engage a relevant and useful professional development experience based on current national trends.	Organize an AI faculty consultation team to identify how to best shift delivery mode to virtual. Consult with AI Advisory Board on topics of most relevance to administrators during the pandemic crisis.	We will continue to survey the attendees who attend the Institute with a goal of increasing both the survey response rate and the overall attendee perception of quality professional development.	AI Advisory Board  Advising Administrators Community  AI Faculty Consultant Group  Management Team	We will be working very closely with the AI faculty this year to determine how to best offer engaging content and conversation for each individual session, due to the new, fully virtual format.	The 2021 Administrators' Institute was held within a fully virtual platform. Attendee response was very positive to the switch to virtual due to the situation but evaluations show that they would still prefer an in-person setting. Several topics were incorporated into the 2021 event	Consider incorporating some of the more highly rated topics around virtual advising and adjusting to the new normal into future events.  Consider ways to incorporate some type of virtual aspect into future events – if feasible.

						focused on virtual advising and coping with the stresses of the COVID-19 experience. These topics were well received.	
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