



Admin Division Goals Unit Report for the Administrators' Institute Advisory Board (Name of Advisory Board or Committee)  
 Submitted by: Stephanie Kraft-Terry (Name and email of Advisory Board or Committee Chair)

Please complete the tables below. The first table ("Projects/Tasks for this Year") asks each Chair to list all the projects and/or tasks (goals) their group is hoping to undertake this year. The second table 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 related to fulfilling goals of the group in accordance with the NACADA Strategic Plan. **November 15** is the due date for the beginning of the year report. Please send your report to Division Reps **Wiona Porath** ([wporath1@jhu.edu](mailto:wporath1@jhu.edu)) and **Cynthia Pascal** ([cpascal@nvcc.edu](mailto:cpascal@nvcc.edu)), EO Division Liaison **Leigh Cunningham** ([Leigh@ksu.edu](mailto:Leigh@ksu.edu)), and your unit's EO Liaison. Save a copy to update with your project(s) progress and goal assessment later in the year. 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 innovative and expanded opportunities for professional development that are relevant across the global contexts of academic advising.
Re-design the Administrators' Institute to deliver an in-person format with virtual elements, including topics that are urgently relevant to administrators in the ever-changing landscape of higher education as a result of the pandemic.	Develop innovative and expanded opportunities for professional development that are relevant across the global contexts of academic advising. And provide practices that allow members to identify and cultivate their long-term professional development and engagement with the association.
Continue to diversify the AI Advisory Board to reflect a better representation of NACADA members	Identify and remove barriers to accessibility of all opportunities for engagement and professional growth in the association to foster equity and inclusion for all members.
Engage the AI Advisory Board in consideration of content topics and new topics for the current year	Develop innovative and expanded opportunities for professional development that

	are relevant across the global contexts of academic advising.
Build connection with the Advising Administration Community.	Provide practices that allow members to identify and cultivate their long-term professional development and engagement with the association.

Please choose **ONE** of the **above projects/tasks** to highlight for the Division that will be measured and assessed this year. As noted on the previous page, this assessed project/task (goal) should be one considered of high importance related to fulfilling goals of the group in accordance with the NACADA Strategic Plan. For the beginning of the year report, please complete columns 1-6 (one through six) below and submit no later than **November 15**. The final report on goals achieved for the year, which most years is due on **August 15** (you will be notified in advance if that changes for the coming year), 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 2022 report)</b>	<b>Future action(s) based on data (Data-informed decisions) (to be completed for the August report)</b>
Provide practices that allow members to identify and cultivate their long-term professional development	Advising administrators that attend the institute will (Track A) develop an implementable action plan to improve academic advising at their institution (Track B) expand their ability to serve as a	Consult with AI advisory team and AI faculty to create an in-person AI that includes virtual recordings of concurrent sessions for attendee reference and elimination of previously printed materials.	We will continue to survey the AI 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  Management Team	Moving back to the in-person format we will remain cognizant of all pandemic-related regulations in place and how those may affect the learning experience (ex. facemask related hearing challenges) and explore potential solutions to limit	We updated the curriculum to include timely presentations that focused not on the SARS-CoV-2 pandemic, but instead on moving forward and supporting advisor retention and	Feedback via electronic surveys for the 2021 institute was limited, but positive Response rates are much lower for the electronic evaluations so we must continue to find a better way to encourage

ent and engagement with the association.	campus-wide advising administrator through learning from facilitated conversations with other attendees.	Reintegration of faculty-led working groups to the AI schedule will occur due to returning to the in-person format.			disruption and optimize learning.	development and lessons learned.  We did not end up creating pre-recorded sessions to upload into the app due to the excessive time it required of faculty and the fully in-person nature of the event. Instead, all handouts, which were previously provided in print form, were provided virtually through the app.	completion for the surveys to enhance our abilities to make data-informed decisions.
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