

2022 Administrators' Institute Annual Advisory Board Meeting

September 14, 2022 | 2:00 pm CENTRAL | Virtual

Attendees: Stephanie Kraft-Terry (Chair), Gregory Mason, Kevin Thomas, Susan Connor, Kerri Wakefield, Laticia Wilson, Dawn Coder, Leah Frierson, Dana Zahorik, Randell Price, Kim Smith; Jennifer Rush (EO Liaison)

Unable to attend: Tara Warden, Jason Barkemeyer, Alicia Muhammad

Agenda

- **Welcome & Greetings** Stephanie Kraft-Terry (Chair) Tara Warden (Outgoing Chair)
- **Thank you** to our Advisory Board Members & Acknowledgement of New Members
 - **Current**
 - Kevin Thomas, University of Central Arkansas (2021-2023)
 - Kerri Wakefield, University of Michigan (2021-2023)
 - Leticia Wilson, Delmar College (2021-2023)
 - Stephanie Kraft-Terry, Chair, University of Hawaii at Manoa (2021-2023)
 - **Outgoing**
 - Tara Warden, **Outgoing Chair**, University of Cincinnati (2022)
 - 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)
 - **Incoming:**
 - Dawn Coder, Pennsylvania State University (2022-2024)
 - Leah Frierson, Washington University (2022-2024)
 - Susan Corner, University of Victoria (2022-2024)
 - Randell Price, Ohio University (2022-2024)
 - Jason Barkemeyer, University of Houston (2022-2024)
- **Advisory Board Roles**
 - Management Team
 - Members
 - Recommendations for new members – for March
 - Discussion:**
 - Defined the different roles of the Advisory Board members
 - Asked for recommendations from members for new/potential members of varying backgrounds
- **AI Goals**
 - Increase awareness and attendance for AI
 - Panel with NACADA Advising Administration Community – June 29th, 2022
 - Administration of Advising Community listserv communication
 - Annual Conference AI Visibility
 - 2022 Presentation at Annual Conference: *Passing the Torch: Expanding the Leadership Within the NACADA Institutes*
 - Discussion:**
 - Thank you to the sub-groups that have been working on this
 - Advertising for Advisory Board members and Faculty/Interns via listservs
 - Promotions will take place during the Annual Conference during the Plenary sessions
 - Will be presenting Passing the Torch Presentation at the 2022 Annual Conference
 - Will be providing a slide to faculty members presenting at the AC to add to end of their session
 - Need to consider our global population – are we meeting those needs?
 - Do we have a large non-USA attendee population?
 - Can some type of virtual aspect be considered?
 - Other goals: getting back to in-person; post-pandemic curriculum; paperless event

- **2023 Events**
 - [2023 Administrators' Institute](#) - February 6-8, 2023 – Orlando, FL
 - No seminar
 - Discussion:**
 - 2nd event of the Winter Institute flow
 - Change in date flow – due to no Seminar
- **Review 2022 End of Year Report**
 - **See email attachment: AI-EoYReportForm-AD**
 - Discussion: No comments**
- **2024 Events and beyond**
 - Search is underway
 - May be in a cooler environment due to the California No Fly List and trying to keep hotel costs down.
 - Discussion:**
 - Review of the No Fly State issue
- **Review of Administrators' Institute 2022**
 - **See email attachment: AI-OverallAdvBrd**
 - Board feedback on AI content
 - Discussion:**
 - Only one evaluation submitted
 - Incorporating a NACADA Cash raffle to entice more evaluations are completed
 - Piloted at Summer Institute – approximately a 40% increase in received evaluations

General Discussion:

- Changing the curriculum to give time for Track B to attend the concurrent sessions received positive feedback
- Are looking at methods to ensure people are in the correct tracks
 - Has been issues with people signing up for the wrong track
 - Change the label from Track A/B to terms that more encapsulate the purpose of the track; what they will accomplish during the Institute
 - Self-assessment question prior to coming
 - On web page?
 - Registration form is locked (can't add anymore questions)
 - If you answer yes to this, sign up for ...
 - Based less on title/role more on what they are doing and what they are there for
- Dinner sign-ups, can that be brought back? Maybe through the app?
- Can we do specific reach out to HBCU institutes to encourage them to apply
- Session suggestions
 - Change management
 - Conflict management – how to have the conversations
 - Managing middle managers
 - Fostering psychological safety in the workplace
 - Can we survey the AA community listserv on topics they would like to hear
 - What LEAN tools are out there? Processes, resources, and examples
 - Depth of role as administrators' – new parts to current job, how to balance