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 Conor, 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
  o 2023 Administrators’ Institute - February 6-8, 2023 – Orlando, FL
  o No seminar

Discussion:
  • 2nd event of the Winter Institute flow
    o Change in date flow – due to no Seminar

• Review 2022 End of Year Report
  o See email attachment: AI-EoYReportForm-AD

Discussion: No comments

• 2024 Events and beyond
  o 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
  o See email attachment: AI-OverallAdvBrd
  o 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
  o 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
  o Change management
  o Conflict management – how to have the conversations
  o Managing middle managers
  o Fostering psychological safety in the workplace
  o Can we survey the AA community listserv on topics they would like to hear
  o What LEAN tools are out there? Processes, resources, and examples
  o Depth of role as administrators’ – new parts to current job, how to balance