

## Division Unit Report for the Assessment Institute Advisory Board Submitted by Tomarra Adams, Chair

Please complete **Columns 1 through 6** and return by **November 1, 2016**, to Administrative Division Reps Cecilia Olivares, [cecilia.p.olivares@gmail.com](mailto:cecilia.p.olivares@gmail.com), and Brett McFarlane, [bmcfarlane@ucdavis.edu](mailto:bmcfarlane@ucdavis.edu), with a copy to Administrative Division Liaisons Maxine Coffey, [mcoffey@ksu.edu](mailto:mcoffey@ksu.edu), and Jennifer Joslin, [jejoslin@ksu.edu](mailto:jejoslin@ksu.edu). Please copy your unit's Executive Office Liaison as well.

This report will reflect items from your unit's 2016-2017 plan of work. Columns 7 and 8 are included only for reference at this time, as they will not be completed until the progress report due August 15, 2017.

<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</b>	<b>Future action(s) based on data</b> (Data-informed decisions)
A- Expand and communicate the scholarship of academic advising <b>AND</b> Provide professional development opportunities that are responsive to the needs of advisors and advising administrators.  B- Engage in ongoing assessment of all facets of the Association  C- Pursue innovative technology tools and resources to support the Association  D- Develop and sustain effective Association leadership <b>AND</b> Create an inclusive	A - Further Collaborate/ Coordinate with other NACADA Assessment Commission and Research Center  B – Assess the revised AI curriculum; Assess impact of offering of AS before AI.  C- Assess the revised AS Curriculum; Assess impact of offering AS before AI & Special Topics; Create a Zoom event(s) for AS participants, post-event; Incorporate Poll Everywhere in AS.	A - Assign roles and timelines within the Advisory Board. Gather Qualitative feedback. Consult with Research Center Director on Educational opportunity overlaps.  B- Coordinate with AI and Special Topics chair to offer a targeted assessment for participants.  C- Review and revise current assessment tools among AS faculty & EO; Coordinate with chairs of AI and Special Topics to develop an assessment tool; Coordinate with Advisory Board and AS	A – Measurement of communication will be pulled from AS survey and qualitative feedback from both boards. ===== B- Brief questionnaire to targeted participants.  C- Reviewed/Revised plenary and end-of-event assessment questionnaires; Electronic questionnaire for targeted participants; Video or live meeting to further education on assessment; Incorporation in sessions and improved engagement ratings on end-of event assessment.  D- Qualitative feedback on engagement of advisory board members and articulated expectations.	A - Assessment Commission & Research Center  B – AI and Special Topics chairs  C – NA  D – Previous AS chairs and other institute chairs	A - Have pairings and consistent communication to improve success rate  B – Challenge is the limited number of participants and their likelihood of response as well as time from event (when to assess).  C – No major challenges anticipated in redesign of assessments. Scheduling is the major barrier with post-event, but EO always manages this wonderfully. There are limitations to Poll Everywhere, but we will maximize it.  D- The handbook may not be comprehensive, but provide a good foundation on which to build;	A. Information was included in the presentations at the AS Institute and follow up chat sessions about how to develop a research study through assessment. Research Center Director attended the AS to increase exposure and explore overlap of content/communication.  B. AI/AS chairs and EO discussed the development of a survey questions specific to participants who attend both Institutes. Because	A. Re-establish a relationship with the chair of the Assessment Commission to increase exposure for the internship program and opportunities to participate on the AS Advisory Board. Examine opportunities to Research Director to promote their resources/services.  B. No future action needed.  C. We will need to revisit the effectiveness of the e-assessment

<p>environment within the Association that promotes diversity.</p>	<p>D- Develop a handbook for AS chair; Define Advisory Board work v. faculty role</p>	<p>faculty to develop post-event curriculum and milestones; Secure budget and develop relevant questions.</p> <hr/> <p>D- Work with past chairs and examine existing models; Develop key communication</p>			<p>Distinguishing roles and expectations may create more engagement of the chair – so time/ continuity may be a challenge.</p>	<p>there are so few participants who attend both, it was decided not to create a separate instrument or add to the existing evaluation. Anecdotal feedback has been positive.</p> <p>C. The curriculum was revised and implemented. Although anecdotal feedback was abundant and positive, we received little written feedback through the assessment. We have 3 Zoom sessions scheduled for summer and fall. Poll Everywhere was used in select sessions during AS and as the assessment mode.</p> <p>D. EO provides the link to the Leadership website that will offset the handbook. There is a working draft on responsibilities of the faculty vs. the Advisory Board.</p>	<p>option during the Institute to increase participation. There were 3 institutions participating in the first Zoom session and they had great questions. There were technical issues with Poll Everywhere making it unsuitable for our needs, the EO has determined that it is not worth continuing with this option due to the cost and inability to use as needed during the event</p> <p>D. Drafts need to be vetted through EO liaison, faculty and advisory board.</p>
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