**Admin Division Annual Report for the Inclusion and Engagement Committee (IEC)**  
Submitted by Michelle Ware (michelle.ware@nd.edu)

Please complete **Columns 7 and 8** (based on the content in Columns 1-6 as listed in your November 2018 report) and return by **August 15, 2019**, to Administrative Division Reps, Steve Viveiros, viveiros.steven@wheatoncollege.edu, and Teri Farr, tfarr@illinois.edu, with a copy to Interim Administrative Division Liaison Charlie Nutt, cnutt@ksu.edu. Please copy your group’s Executive Office Liaison as well. Thanks!

<table>
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<tr>
<th>NACADA Strategic Goal(s)</th>
<th>Specific desired outcome</th>
<th>Actions, activities or opportunities for outcome to occur</th>
<th>Outcome measurements &amp; related data instrument(s)</th>
<th>Other groups or individuals (if any) to connect with in achieving this outcome</th>
<th>Challenges (if any) anticipated in achieving this outcome</th>
<th>Progress toward achieving outcome (Only completed in Aug. 15 report)</th>
<th>Future action/s based on data (Data-informed decisions) (Only completed in Aug. 15 report)</th>
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| SG #4: 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. | Align the charge with the work (i.e. tasks, recommendation(s) of the committee - to critically evaluate, educate and advocate for equity and inclusion in all aspects of the Association. | 1) Ongoing critical and strategic review of structures and practices within the Association in order to make recommendations that systematically promote equity and inclusion in all aspects of the Association.  
2) Maintain effective lines of communication to ensure equity and inclusion practices are present within and across the Association’s Divisions.  
3) Assist and/or make | 1) Develop a presentation, webinar, and/or documents focused on the development of inclusive proposals, presentations and practices for Association conferences (Conferences Subcommittee).  
2) Work with Administrative Division Reps, advisory boards and committees to effectively communicate advisory boards and committees goals, tasks, etc. associated with SG #4 across the Administrative Division Reps, Committees and Advisory Boards  
Region Division Reps  
Advising Communities Division Reps  
Board of Directors (as requested) | This committee should be connected to all entities within the Association with the primary purpose to support association leaders across all divisions with developing and/or sustaining practices that promote equity, inclusion and engagement throughout the association. In addition to the development and coordination of these efforts taking time to develop in an ever-changing association, structural barriers (e.g. coordinating with the various committees and advisory boards | Conferences Subcommittee:  
*Recommended microphones be used during NACADA conferences  
*Drafted “NACADA Letter to Conference Proposal Readers” used in spring 2019 in cooperation with Conferences Advisory Board  
Structural Review Subcommittee:  
*Reviewed Policy AD-05 related to IEC purpose - provided feedback regarding how current NACADA structures limit IEC’s ability to act per the policy charge  
*Engaged in an individual, informal survey of the presence and/or role | Conferences Subcommittee:  
*Develop a short video and/or create a module on inclusion and engagement to be viewed or completed by proposal readers before allowance to read proposal  
Structural Review Subcommittee:  
*Continue to develop intentional and clear policies regarding the role of IEC  
*Assist in designating a diversity and inclusion representative in each region.  
*Help develop and/or participate |
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<th>recommendations to the Administrative Division Reps (and as requested the Board of Directors SG #4 subcommittee) related to achieving Strategic Goal 4 Benchmarks.</th>
<th>division (Structural Review Subcommittee).</th>
<th>within the Admin Division, three distinct divisions within the association, IEC being housed solely within the Admin. Division, etc.) may present some challenges to achieving the outcomes listed. Through effective and purposeful communication, the relationships built in the pursuit of common goals related to SG #4 I am optimistic these challenges will be overcome.</th>
<th>of diversity reps in each region</th>
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<td>3) Review data obtained through the Minding Your Business (MYB) survey and provide recommendations to the Administrative Division Reps based on survey findings (Data Subcommittee).</td>
<td>* The committee hoped to review and make recommendations based on the data obtained through the Minding Your Business (MYB) survey - data not provided</td>
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<td>Data Subcommittee:</td>
<td>* <em>Focused on continuing to explore what data IEC needs to impact inclusion and equity within the association per the committee charge</em></td>
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<td>Data Subcommittee:</td>
<td>* <em>Focused on the means by which IEC can be intentional about identifying data sources</em></td>
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<td>Data Subcommittee:</td>
<td>* Gain access to and provide additional recommendations based on data gathered in the PDC Gap Analysis and Region Review projects.</td>
<td>in the training of new NACADA leaders across divisions related to issues of inclusion and equity.</td>
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