

Administrative Division Unit Reports, Compiled – August 2021

Administrative Division – Carol Pollard and Wiona Porath, Division Reps (with Incoming Rep Cynthia Pascal)

Projects for this Year:

- Develop an easy to read infographic regarding the Administrative Division
- Support members of the Administrative Division
- Develop survey for the division to determine member needs, especially RE: training and development
- Explore possibilities for additional leadership opportunities within the Division

Assessed Project / Outcome

- Develop survey for administrative division to determine chair needs and admin division members needs
 - OUTCOME: Survey was not created. Goals shifted to developing stronger connections with all the chairs and supporting them through team building exercises in our meetings. Time, energy, and personal resources were our downfall this year.
 - Future Actions: Fully support need for better understanding of how admin division can better assist our chairs.

Finance Committee – Nicole Kent, Chair (taking over from Chris Hutt)

Projects for this Year:

- Quarterly meetings to regularly review budget summaries and proposals.
- Continue to grow the Scholarship Fund by exploring and implementing new fundraising ideas (e.g., \$1/year capital campaign)
- Explore opportunities for additional member support through a sponsorship program.
- Develop current resources (handbook, instructional videos, etc.) for Finance Committee members that aids current and future members in fulfilling their responsibilities as members of the Finance Committee.
- Update and promote infographic (found at <https://my.nacada.ksu.edu/Shop/Donate>) to include current information and provide greater transparency on the funds invested in members through scholarships, awards, and programs.
- Create additional member-facing content about the Finance Committee and the role the committee plays in the association.

Assessed Project / Outcome

- Continue to grow the Scholarship Fund by exploring and implementing new fundraising ideas (e.g., \$1/year capital campaign)
 - OUTCOME: The EO recently launched the 2021 Annual Fundraiser campaign. At the time of this report, \$3500 have been raised. The campaign runs through October 15, 2021.
 - Future Actions: Responsibility for the Fundraiser has shifted from Finance Committee to EO as the idea has grown. This informs future efforts.

Global Awards Committee – Brandan Lowden, Chair

Projects for this Year:

- Increase the number of two-year college nominations for all Outstanding Advisor Award categories and scholarship opportunities.
- Implement the rebranded Innovation Award as a recognition of an effective academic advising approach or practice.
- Explore the creation of a recognition for new advising professionals that contribute significantly to the field of academic advising

Assessed Project / Outcome

- Explore the creation of a recognition for new advising professionals that contribute significantly to the field of academic advising
 - OUTCOME: No progress. This had become a high priority project just before the pandemic started early in 2020. The work of the committee has focused on maintaining the current annual award program, creating a Virtual Award Ceremony, finalizing rubrics for all Excellence in Advising award reviewers. The committee is also moving forward with the renaming of the Leading Light Award to the Charlie Nutt Leading Light Award.
 - Future Actions: There is at least some interest in pursuing a new professional recognition on the level of the Big 5. If this initiative is to move forward, it will be at the discretion of the incoming chair, Jesse Poole. As the outgoing and immediate past chair, I will support this initiative if asked by Jesse.

Global Initiatives Committee – Susan Corner, Chair

Projects for this Year:

- GIC Collaboration (includes Global Professional Development and revitalized NACADA Friends Network)
- Global Voice (e.g. on committees, advisory boards and in NACADA communities)
- Global Lounge
- Visiting Adviser Program

Assessed Project / Outcome

- The GIC identifies, promotes and fosters global collaborations within NACADA (e.g. Committees/ Communities) to support global membership and global connections.
 - OUTCOME: The Friends' Network has been reviewed and re-envisioned as an informal way for academic advisers and advising administrators to connect. It also provides a venue for prospective members to connect and learn more about NACADA. The GIC now has a representative on the Membership Committee. The GIC and Advising Administration Community collaborated to develop a global administrator panel for the Annual Conference. The Global Lounge provided an important social connection for International Conference participants during the 2021 virtual conference. Programming included formal and informal discussions and conversations and a number of interactive games. A number of participants attended both morning and evening Global Lounge sessions, and requested different game content in future. Visiting Adviser Program (VAP) affected by COVID-19 and will be relaunched to include virtual, in-person and hybrid options.
 - Future Actions: New website content and an online application utilizing Qualtrics will be ready for a re-launched of the Friends' Network as part of the virtual Global Lounge at the Annual Conference in October 2021. Moving forward, the GIC representative on the Membership Committee will not live in an area already supported by a region (e.g. not USA or Canadian resident). Global Lounge programming will be offered at both the International and Annual Conferences with different program content for each time block. VAP relaunched for Annual Conference with new format to reflect registering VAP rather than applying for a VAP. Virtual, In-person and Hybrid options. Scholarships available for all options (conference fee only for Virtual VAP and travel for In-person and Hybrid options).

Inclusion & Engagement Committee – Locksley Knibbs, Chair

Projects for this Year:

- Increase diversity within NACADA leadership at all levels: Establishing a Sub-committee within IEC to focus on Inclusivity, Belongingness, Diversity and Engagement in NACADA. Using a survey, I would like to get feedback from members how they feel about our Association as far as those tenets (on Inclusivity, Belongingness,

Diversity and Engagement) are concerned in relation to leadership within NACADA. The focus here is to see how the Minority Serving Institutions (MSIs) i.e. HBCUs, HSIs, TCUs and AAPIISs are represented among our Global Community

- Establish a Sub- committee to focus on the *Leading Light Global Award*. The Leading Light Award is presented annually to a NACADA member in recognition of significant contributions to diversity within NACADA. The job of the committee would be to submit a nominee for such a distinguish award in the future. As a Committee, we need to look at ensuring that there is a nominee for the award every year (since this award originated from a Diversity Committee initiative).
- Promote diversity within NACADA by collaborating with the Social Justice Advising Community, the Emerging Leaders Program (ELP) Advisory Board and the NACADA Task Force on Race, Ethnicity, and Inclusion to help support diversity and inclusion initiatives within NACADA, specifically, as it relates to leadership within the Association. This will be done with the understanding that Diversity simply describes who we are as an Association but Inclusivity should speak to what we do as The Global Community for Academic Advising.
- As a Committee focusing on Inclusion and Engagement with NACADA, affirm our charge by taking on a leadership role within our Association when reviewing results of climate survey and assists in determining initiatives to support diverse populations.
- Engage members of the IEC about their understanding of our role within the association. Members do not have a clear understanding of the totality of our role and in order to be effective, we need to ensure consensus around our Committee function.
- Continue to monitor and to inform our Association of perceived and real barriers for inclusion and make recommendations for improvements. Encourage inclusive practices in presenting at the Annual Conference culminating in tangible recommendations for adoption throughout NACADA e.g. Usage of microphones during concurrent sessions. Provide a handout with specifics for all presenters ensuring that microphone is used and PowerPoint presentations adhere to fonts that are viewable from a distance.

Assessed Project / Outcome

- Develop an Inclusive Mission to educate and create more awareness to NACADA members regarding our role as a Committee. Many are not aware that we are limited in our functions, which is to make recommendations regarding inclusion
 - OUTCOME: The IEC has worked assiduously and in tandem with the Race Ethnicity and Inclusion (REI) Work Group in addressing issues of diversity, equity, and inclusivity within NACADA. We were instrumental in liaising with the REI Work Group to developing a professional development program in the form of training for NACADA Leaders that was titled Inclusive Leadership. This training saw a large number of leaders attending and completing Modules via Canvas to empower and equip them to develop inclusive cultures where everyone feels valued and respected. From this training, NACADA leaders learned how to use processes of social influence to interact effectively with individuals from a wide variety of backgrounds.
 - Future Actions: The IEC will continue to work with the Race Ethnicity and Inclusion (REI) Work Group to continue focusing on Diversity, Equity and Inclusion within NACADA. The training program that was implemented will be available to all NACADA members through a hybrid delivery format. This Inclusive Leadership Training will be a requirement for current or aspiring NACDA leaders in improving their ability to help members feel a strong sense of belonging.

Membership Recruitment & Retention Committee – Lindsey Byrd, Chair

Projects for this Year:

- Create new member orientation modules
- Discuss/Introduce a name change for the New Member Orientation presentation given at the annual conference
- Create an international liaison position for the MRRC
- Generate a member involvement survey
- Review the MRRC website and make necessary edits to align with other Administrative Division committee sites
- Record how-to videos on topics such as ‘how to join a listserv,’ ‘manage your profile,’ ‘get involved with NACADA,’ ‘pathways to leadership.’

Assessed Project / Outcome

- Expand the use of innovative technology tools and resources to support the work of the Association by creating new member orientation modules

- OUTCOME: This goal has been ongoing for several years. We will re-evaluate this goal as a committee to see if there is a better/more-timely way to introduce new members to NACADA.
- Future Actions: Re-evaluate goal by discussing Region Review responses to include member needs and discuss with EO Rep to gain a concrete idea of implementation wants/needs going forward.

Professional Development Committee – Barbara Smith, Chair

Projects for this Year:

- Do a formal extensive review of all the explanatory material that is included in the Core Competencies Guide book.
- Follow up with the NACADA Council and Board of Directors regarding the recommendations put forward by the PDC from the PDC sub-committee
- PDC will collaborate with advising community to offer a Professional Development Training Webinar
- Follow up to ensure core competencies are reflected in publication and conference abstracts
- Follow up to ensure core competencies are reflected in publication and conference abstracts

Assessed Project / Outcome

- Debut a second edition Core Competencies Guide at the 2022 conference
 - OUTCOME: We are on track with progress towards this goal. An initial review by committee members and volunteers from two Advising Communities is almost complete.
 - Future Actions: Once this first round review is finalized, an updated draft will be sent to a new round of reviewers, which will include members with a social justice lens, members with an international lens, and members with a research lens.

Research Committee – Kiana Shiroma, Chair

Projects for this Year:

- Create a Canvas website for members who have completed research-related courses and events to continue support them by providing additional support, resources, and information
- Establish a Curriculum Subcommittee to determine the Research Committee's goals and how to support members
- Establish a Research Grant Rethink Subcommittee to reconsider the award process and benefits and how to best support recipients
- Update our committee webpage so it is more user-friendly and provides more information and resources for membership
- Continue excellent and thoughtful administration of NACADA Research Grants
- Continue excellent and thoughtful administration of requests to conduct research via NACADA membership
- Continue providing thoughtful input and insight on speaker selection, as well as selection of a common reading for annual conference
- Continue to review Student Research and Excellence in Scholarly Inquiry Awards
- Continue to create Research Modules to provide short videos on research-related topics and information for members
- Continue collaboration with the Center on projects such as Research modules, mentoring, and the research newsletter

Assessed Project / Outcome

- Create a Curriculum Subcommittee that will establish a syllabus of sorts to define the goals of the Research Committee and the content it creates to support members who are at varying levels regarding research experience.
 - OUTCOME:
 - Creation of subcommittee: done
 - Setting goals and methods: done

- Create curriculum: done
- Establishing evaluation tools: will focus on
- Future Actions: Ongoing reassessment and updating of curriculum goals, methods, and evaluation tools based on evaluation data and feedback from members

Sustainable NACADA Leadership Committee – JP Villavicencio, Chair

Projects for this Year:

- Continued creation, implementation and roll out of the NLEP with the assistance of the Executive Office, Membership Recruitment and Retention Committee, and the Race, Equity, and Inclusion Work Group.
- Formation of subcommittees
 - Implementation team
 - Communication team
 - Beta-Test (on hold until NLEP is being implemented)
- Enhanced communication with membership about progress of creation of NLEP through multiple communication platforms.

Assessed Project / Outcome

- Work closely with the EO to set up Canvas as the LMS. Once that has been established, loop in the subcommittees and other entities within the Association to start the implementation process.
 - OUTCOME: Working teams have been created but covid has stalled their progress. The SLC has connected with the MRRC to start framing one section of the N-LEP.
 - Future Actions: Continue the subcommittees work to create drafts of the N-LEP and reignite the process. Examine not only the breakdown of NACADA members attending the various NACADA events, but whether they are attending either in person or virtual. This can help guide our work by understanding the various touchpoints the organization has with its members in the upcoming post covid years.

AACSS Advisory Board – Jayne Drake, Chair

Projects for this Year:

- Professional Development Program:
 - The scholarly tools, strategies, and tips necessary to become a successful speaker/consultant.
 - A formal and informal mentoring program that pairs new AACSS members with experiences members.
 - The Professional Development sub-committee of the AACSS AB is already at work fleshing out the components of this multi-faceted program.
- AACSS Handbook:
 - The Handbook sub-committee of the AACSS AB has already begun to work on a revised, more comprehensive Handbook for AACSS members. We view this resource as never being complete, “static.” As it should, it will continue to be a fluid document, responsive to the needs of its users and the evolving nature of advising and the scholarly research that supports it.
- AACSS Website:
 - Update and maintain the AACSS website—both the public site for institutions and prospective consultants and speakers, as well as the “private” site reserved for AACSS members.

Assessed Project / Outcome

- Intended for new and seasoned consultants and speakers, the AACSS professional development program, now under construction, will provide the informational, conceptual, and relational material necessary for effective speaking and consulting, along with strategies for virtual and on-site engagements. A key component of the Professional Development Program is a mentoring program that connects new and experienced AACSS members
 - **OUTCOME:** Important strides have been taken with the mentoring program for our new consultants/ speakers. Content and goals are in place, as are a number of our most senior speakers and consultants who have volunteered to serve as mentors. We have advertised the service, and to date only one newbie has taken advantage. We have recorded videos for the public and private sides of the AACSS website. On the public side: one for prospective admits who want to learn more about us, and another for institutions looking to contract AACSS services. On the private side: a video for newly admitted members that provides the foundational information folks need to get started with us. Observation: this pandemic academic year has been a challenge for everyone on the AACSS AB, all of whom have been faced with more intense responsibilities on their own campuses. Despite some major successes/ accomplishments this year, it has been worse than pulling teeth to find common meeting times. As a result, our work has been sporadic. The Handbook, in particular, is still in need of a significant review and overhaul. And the AACSS website still needs public and private sections.
 - **Future Actions:** The AACSS Consultants and Speakers Handbook is the top priority for the coming year. A subcommittee of the AB will be running with it. Second priority: The website—both the outward and inward facing sections. Third priority: Build a statue in Cathy Swartz honor for persistence and bravery in herding us cats and in working with institutions in booking our services.

Administrators Institute Advisory Board – Tara Warden, Chair

Projects for this Year:

- Provide a high-quality professional development opportunity for NACADA current and future advising administrators
- Re-design the Administrators' Institute to deliver in an entirely virtual format, including topics that are urgently relevant to administrators in the midst of the COVID pandemic changes
- Continue to diversify the AI Advisory Board to reflect a better representation of NACADA members
- Engage the AI Advisory Board in consideration of content topics and new topics for the current year
- Build connection with the Advising Administration Community

Assessed Project / Outcome

- Re-design the Administrators' Institute to deliver in an entirely virtual format, including topics that are urgently relevant to administrators in the midst of the COVID pandemic changes
 - **OUTCOME:** The 2021 Administrators' Institute was held within a fully virtual platform. Attendee response was very positive to the switch to virtual due to the situation but evaluations show that they would still prefer an in-person setting. Several topics were incorporated into the 2021 event focused on virtual advising and coping with the stresses of the COVID-19 experience. These topics were well received.
 - **Future Actions:** Consider incorporating some of the more highly rated topics around virtual advising and adjusting to the new normal into future events. Consider ways to incorporate some type of virtual aspect into future events – if feasible.

Annual Conference Advisory Board – Nicole Gaillard, Chair

Projects for this Year:

- Assessment of Conference Tracks and Keywords
- Creation of a video series for conference presenters
- Addition of Scholarly Papers to the submission process
- Inclusion of Core Competencies to the proposal submission process

Assessed Project / Outcome

- Determine if the current tracks and keywords are meeting the needs of the organization.
 - OUTCOME: Evaluation was not complete.
 - Future Actions: New committee will be formed under new chair leadership to continue review.

Assessment Institute Advisory Board – Beth Higgins, Chair (taking over from Dan Chandler)

Projects for this Year:

- Evaluate, plan, carry-out online Assessment Institute February 2021
- Focus on collaborations with NACADA partners, including Assessment Community and Sustainable Leadership Committee.
- Continue to tweak the curriculum and schedule of the Assessment Institute to meet the diverse needs of the attendees and the needs of a virtual environment.
- Develop and foster connections with Assessment Institute attendees during and following the event.
- Educate the NACADA Community about the opportunities available connected to the Assessment Institute (Scholarships, Advisory Board, Intern program)
- Identify and pursue ways to contribute to the research base in assessment of academic advising. (Potential Pocket Guide)

Assessed Project / Outcome

- Evaluate, plan, carry-out online Assessment Institute February 2021
 - OUTCOME: Planned, implemented, and evaluated the online Assessment Institute. Participant evaluations were very positive. Faculty provided positive feedback and critical insight for planning Feb 2022.
 - Future Actions:
 - Offer the 2022 institute in person.
 - Design an institute that has responsive delivery of material and interaction with attendees in a manner fitting the modality.
 - Investigate ways to expand 'Socially Just Advising' development sessions.
 - Offer post-institute learning opportunities and community building focused on assessment.

ELP Advisory Board – Meagan Hagerty, Chair

Projects for this Year:

Engagement Subcommittee (socials)

- ELP 15-year reunion (postponed) - determine if we want to do an all-ELP social in Cleveland and work with EO to secure funding and space
- 2021 Incoming/Mid-Term Social at Annual conference: Plan (finalized) Due September 2021
- All ELP socials (virtually) between Jan-October: work with Leigh to determine frequency & schedule/advertise

Conference Presentation subcommittee:

- Solicit, organize, and train presenters for ELP presentations at regional and international conferences.
- Develop an "on demand" presentation for virtual conferences

Orientation Subcommittee:

- Review orientation format: in light of shift to virtual and changes required this year, determine if Orientation format should be adjusted for future years
- Organize and Run Orientation
- Organize Annual conference ELP presentation proposal submission

Marketing/Recruitment subcommittee:

- Mentor Recruitment - nomination tool was developed and needs to be advertised to encourage mentor applications
- Emerging Leader Recruitment
- Social Media, Blog post (January)

Ad Hoc subcommittee:

- Alumni Engagement project - review data collected from survey and determine next steps
- Develop process for contacting non-selected ELP applicants with information about alternative involvement / leadership possibilities

Full Board

- Review Mentor and Leader applications to determine who will be in the next ELP class

Assessed Project / Outcome

- Comprehensive review of the ELP orientation process and requirements (including attending conferences in person in order to participate in the program)
 - OUTCOME: Held all orientation activities virtually for the new incoming class; marketing outreach yielded a similar candidate pool to previous years; informal anecdotal feedback received from the class was mostly positive
 - Future Actions: Will need to assess the benefits of meeting a mentor in person at annual conferences in order to determine if future classes should be oriented completely in person or if program requirements should be changed to attending the first and last, or just the first Annual when entering the program

International Conference Advisory Board – Steve Schaffling, Chair

Projects for this Year:

- Planning for the upcoming international conference in Athens, Greece. Involves proposal readings and selections, scheduling, tours and marketing for the event. Specifically, planning to potentially deliver a virtual version of the conference that will meet the programmatic goals and mission specific to the International Conference. This will likely require reimagining the traditional structure of the conference.
- Craft and implement both an International Conference mission statement as well as programmatic goals for the conference which map to that mission statement. This will allow for the eventual assessment of the International Conference against these goals.
- Identification and selection for the 2022 site location for the international conference. The goal is to get a couple of years ahead so that we have time to work with the local committee, but also market the events.
- Move to monthly zoom calls to increase the activity of the advisory board members and increase the diversity of thought and level of their input in decisions made by the ICAB.
- Dr. Nutt, Executive Director of NACADA has challenged the International Conference Advisory Board to identify ways that NACADA can work strategically with the site locations for the international conferences after the events. Since the conferences started in 2013 NACADA has co-hosted with an institution, but then we leave. Are there ways we can help different countries to continue to grow their advising through different supported events? The board will take on this challenge this year and come up with a proposal to present to the NACADA Board.

Assessed Project / Outcome

- Craft and implement both an International Conference mission statement as well as programmatic goals for the conference which map to that mission statement.
 - OUTCOME: The committee was able to begin crafting 3 programmatic goals specific to the International Conference. The Committee has not completed a mission statement as most of the spring was dedicated to the delivery of the conference in June. The fall will provide a better time of year to work on this.
 - Future Actions: Due to the pandemic the delivery of the international conference continues to be difficult at every level. At the moment, there is no solid plan laid for the 2022 conference and this continues to absorb the resources of the ICAB and the NACADA exec offices who work in concert on this project. To further the concept of a mission statement for the International Conference, the Fall may be the best time for the committee to advance the idea as we are holding until the last possible moment to make a decision on the modality of the 2022 International conference. This in turn will create work in the spring.

NCAA Advisory Board – Kaydee Emperley, Chair

Projects for this Year:

- Continue to grow partnership with N4A to update and improve Academic Success and the Student-Athlete online course
- Develop working relationships with other advising communities and advisory boards
- Continue to offer Munch and Learn sessions each semester with the potential to have them pre-recorded to offer greater viewing opportunity
- Update course facilitator guide with curriculum changes

Assessed Project / Outcome

- Continue to grow partnership with N4A to update and improve Academic Success and the Student-Athlete online course x.
 - OUTCOME: Members from the NCAA Advisory Board worked with N4A members to update and modify the course material. The final project was also modified to accommodate those participants who have been working with student-athletes more often. We decided to pair those working in Athletics with those who do not.
 - Future Actions: In the future we plan to try to offer staggered start/end dates for the course as well as dates throughout the year to better fit the schedules of the students taking the course.

Publications Advisory Board – Holly Martin, Chair (taking over from Susan Fread)

Projects for this Year:

- Determine vote of PAB members and draft recommendation if appropriate for book proposed by Dr. Craig M. McGill on international perspectives of the professionalization of academic advising.
- Determine vote of PAB members and draft recommendation if appropriate for book proposed by Matt Markin and Leah Panganiban.
- Develop guidelines for new book and publication proposals which includes language regarding the importance of inclusive and equitable language across NACADA publications.

Assessed Project / Outcome

- Develop guidelines for new book and publication proposals which includes language regarding the importance of inclusive and equitable language across NACADA publications.
 - OUTCOME: The PAB discussed and voted on both McGill's proposal on international perspectives on advising and on Markin's & Panganiban's proposal for a publication focused on advising stories to encourage advisors in the field. Discussion notes and the result of the votes were forwarded to the executive office for consideration. Using the resources suggested, the PAB wrote and approved by vote a statement on inclusive language for all NACADA publications. The statement was forwarded to the executive office.
 - Future Actions: The McGill book has been approved and should be ready to be released in 2024. The Markin and Panganiban proposal has been approved for a pocket guide publication. The statement on inclusive language for all NACADA publications is under review in the executive branch. Once it is approved it will appear on the PAB and the Writing for NACADA web pages and will be used as a guide for future writers.

Summer Institute Advisory Board – Cynthia Pascal, Chair and Ann Hintz, Incoming Chair

Projects for this Year:

- Determine whether current foundation and topical session subjects are relevant to the needs and trends in academic advisors.
 - Due to safety concerns related to COVID 19, the 2020 Summer Institutes were canceled. Therefore, we postponed reviewing foundational topics since there is an assumption that there will be different critical advising needs post-pandemic.
 - In the New Year, the Summer Institute Advisory Board will review needs-assessment surveys sent from the Executive Office to identify and prioritize critical issues facing academic advisors, post-pandemic. This data will be used to make informed decisions about future foundation topics.
 - In February 2021, current and former Summer Institute Chairs will attend NACADA's Assessment Institute to observe trends in advisor needs.

- Continue to work with Summer Institute Faculty on participant engagement and inclusivity during foundation and topical sessions.
 - Due to safety concerns related to COVID 19, the 2020 Summer Institutes were canceled. We will revisit this goal in the new year once we confirm 2021 faculty.
- Develop a plan to attract new Summer Institute interns and faculty.
 - This year the Summer Institute Team recruited two new members to our Advisory Board. Both new members demonstrate professionalism, innovation, and ingenuity in advising and advising leadership. By bring in two dynamic board members, we hope that we can attract new interns and faculty.
 - In February 2021, current and former Summer Institute Chairs will attend NACADA's Assessment Institute and identify potential faculty for Summer Institutes.

Assessed Project / Outcome

- Determine whether or not current foundation topics are relevant to the needs and trends in academic advisors. Related to strategic goal of providing professional development opportunities that are responsive to the needs of advisors and advising administrators
 - OUTCOME: The Summer Institute restructured their foundational sessions and added three new topical sessions that were relevant to the needs of academic advising. Topics included the future of advising, returning to campus, determining advising modalities during and post pandemic, and cultural empathy.
 - Future Actions: During the Summer Institute, faculty and facilitators stressed the importance of participants completing session evaluations. Once the evaluations close (4 weeks following event close), the NACADA Summer Institute Board will review the data to determine which sessions will be retained, tweaked, or replaced.

Webinar Advisory Board – Michelle Duncan, Chair

Projects for this Year:

- Review webinar evaluation questions and provide (possible) suggestions
- Submit recommendation to Annual Conference Committee for an additional line on the session evaluation that would include “webinar” or “web-event” as an option for session follow-up at future NACADA offerings
- (Ongoing) Act as an advisory source for the virtual conference and e-tutorial offerings
- (Ongoing) Encourage more webinar proposals/submissions
- (Ongoing) Review recordings reaching 5-yr mark to determine if they should be posted to NACADA's YouTube channel or be retired
- (Ongoing) Attend all webinars and provide evaluation feedback; Members are encouraged to serve as event facilitators on their campuses and gather feedback from colleagues
- (Ongoing) Attend on-site conferences when possible and distribute “Great Presentation” cards to encourage presenters to submit webinar proposals
- (Ongoing) Recruit new members to fill positions vacated by ending terms

Assessed Project / Outcome

- Review webinar evaluation questions and provide (possible) suggestions - Easy tool for respondents to complete; valuable data to drive future decisions
 - OUTCOME: WAB members collectively reviewed past year's webinars and provided feedback through online surveys as well as reviewed and evaluated past webinars for pertinent and timely content.
 - Future Actions: This is an ongoing responsibility of the WAB to ensure current and relevant webinars are readily available to NACADA membership.