

Administrative Division Meeting – Zoom mtg post-Annual Conference

October 27, 2016

Present: Brett McFarlane (Admin Division Rep), Cecilia Olivares (Admin Division Rep), Cynthia Pascal (Awards Comm), Bruce Norris (Annual Conference AB), Vanessa Harris (AACSS), JP Regalado (Web AB), Casey Self (Sustainable Leadership Comm), Michelle Smith Ware (NCAA Advisory Board), Heather Doyle (ELP AB), Lisa Peck (Finance Comm), Tomarra Adams (Assessment AB), Sarah Champlin-Scharff (Research Comm). EO liaisons: Peggy Goe (Finance), Jennifer Rush (Winter and Summer Institutes), Rhonda Baker (Annual and International Conferences), Elisa Shaffer (NCAA Advisory Board), Leigh Cunningham (PDC, Diversity, ELP, Research, Webinar), Jennifer Joslin (SLC), Michele Holaday (Technology), Marsha Miller (PAB).

AGENDA

10:00 Introductions

10:10 Review of Annual Conference Meetings (quick 2 minute update from each committee and AB that met at annual)

10:30 Discuss issues raised during Annual Conference Meetings that have broader implications

11:00 Discuss expectations related to November 1 reports

11:15 Review Feedback forms from ADMIN meeting at Atlanta

11:45 Next Steps

Noon Adjourn

A. Cecilia opened the meeting at 10:01. She asked each chair to report on their Atlanta meeting.

Michelle Ware (NCAA Advisory Board) –Advisory Board met before the Annual Conference. Michelle met members in small groups informally in Atlanta to review this year’s goals: Review content of online course; Create facilitator guide for that same course.

Casey Self (Sustainable NACADA Leadership) – Great meeting in ATL. Big goal this year: Focusing on creating Leadership Academy. The committee talked about the right audience for this -- those newly elected or appointed, and also curriculum for veteran leaders. Will be meeting later this month (Nov. 21). The Committee is very excited about our direction!

Vanessa Harris (AACSS) – Good meeting in ATL. Reviewed numbers and data about site visits this year. Reviewed details of John Gardner Institute. Looked at reviews of visits and speaking visits.



Sarah Champlin-Sharff (Research Committee) – Committee talked about Research Center opening and spent some time on how the Research Committee and the Research Center would operate. Board approved task force that is focusing on transition process for Research Center. TF has several past presidents and former Research Committee members and chairs are also included. The Committee discussed the Research Symposium in 2017 and also what the Symposium might look like in the future. In talks with Annual Conference Committee to focus on speaker for St Louis Annual Conference. Research Consultations at Annual went well. Participants reported that the sessions were very useful to them.

Teri Farr (PDC) – Full agenda; Atlanta meeting went well. Planning on dispersing Core Competencies document to members electronically for feedback. They are discussing how best to do this. Also working on pocket guide on Core Competencies to be distributed at Annual. Among other projects: Quick video explaining core competencies and requesting electronic feedback from members. They plan on creating a web page to share Competencies and invite feedback. PDC is working with many different members and leaders as part of the feedback process.

Bruce Norris (Annual Conference AB) –Very excited about how 2016 went! Great feedback on ATL conference: Aquarium was awesome; people liked having one keynote. Evaluations about ATL conference are still coming in. Looking ahead – cities and co-chairs are set for next 3-5 years. Sub-Committees: 1) Discussion about tracks – always looking to improve those. 2) New Attendee orientation is still a focus area. Collaboration with “new members” presentation is ongoing. Many conversations among the Annual Conference group about how to make St Louis a terrific experience. One last note: A task force/working group will be formed to “Re-think the Annual Conference” as though it has never happened before. Trying hard to imagine new opportunities and new ways of doing the AC. Working group will be composed of many different people from throughout the Association including Past Presidents and former conference chairs, etc. Goal: Improvement of the Annual Conference experience!

Tomarra Adams (Assessment AB) - We were able to select a new chair for the Assessment Institute's Advisory Board- it will be Kathy Zarges. The Advisory Board began talking about our goals for the 2016-17 year which might include 1) Zoom sessions post-event as well as 2) Collaborations with the Assessment Commission and Research Center. We revisited the shift in curriculum for implementation issues as well. We also met with Assessment Institute Faculty to outline the pre-institute video we will offer to discuss the major work groups, preparation needed for the event (their own documents), and resources they can review prior to coming.

Lisa Peck (Finance Committee) – Discussion about growth areas for NACADA: global and external relations partnerships are growing significantly. The Committee talked about the impact that growth will have on the budget. There was also discussion of how to acknowledge donations and thank donors – is the answer tiered “thank yous” and acknowledgements? Question also about acknowledging longevity of donors and donations. Looking at other organizations for how they handle donations. Other questions: What about finance campaign? What about Silent Auction at Region Conferences? What about increasing the standardization of region scholarships. One goal: increase scholarship availability for more members than just grad students because involvement is so often determined by ability to afford to travel and attend conferences.

Brett thanked Lisa, Peggy Goe, and the EO for including a “Donate” button on the website. That has been an ongoing project for the Finance Committee.

Cynthia Pascal (Awards) – Focus of ATL meeting was on the Awards website and making improvements to same. One goal: take a fresh approach to the website and recreate pages that make applying for scholarships and awards easier. The committee is also in need of new members. Cynthia says that the Committee is interested in diversity in terms of underrepresented members as well as institutional representation. Finally: Awards ceremony went well with only a few glitches and they will work with their team to make the ceremony even better next year!

Heather Doyle (ELP AB) – Meeting in ATL went well. Discussed: Analyzing how orientation of new ELP members went at Annual and discussed goals for the year. Adv Board created one sub-committee on communication. They are creating a communication plan to increase the number of leaders and mentors. Second sub-committee: Increase involvement of ELP graduates (after they graduate) and also be responsive to those who apply to ELP and don't get in. Next ELP meeting is very soon.

JP Regalado (Web AB) – WAB did not meet in ATL but met beforehand. Next meeting is in November. Goals for the year: Continuing to grow webinars. Participation is down so question of how to grow webinars is important.

Publications AB -- Marsha Miller, EO liaison, reporting for Chair Bob Hurt – PAB discussed different formats for materials and ways to take advantage of new technologies. Bob Hurt will reach out to colleagues all year to explore these qtns. These issues would impact our agreements with our publishing partners. Charlie and Marsha are meeting with Jossey-Bass to talk about the impact of creating downloadable offerings from our co-publications, etc. Additional task this year: Review of 2011 Advising Administration monograph. Several different

groups are helping with this: PAB, Admin Institute Faculty, Advising Administration Commission. Review takes place Feb-March.

Diversity Comm -- Leigh Cunningham, EO liaison, reporting for Chair Carol Pollard – Leigh reported that they had a high number of visitors at their meeting (more than the number of committee members) and that impacted their ability to move smoothly through their agenda. They are thinking that they might do more committee work online as they approach Annual Conference next year. That would allow the committee meeting to be able to listen to and respond to member interest at the conference itself. Sub-committee – looking at efficacy of the data that the Diversity Comm works with each year. The review confirmed that the data is gathered appropriately and is valid. Committee also talked about the AAT article that appeared just before Annual. The hope is that the article will help recruit new members to that Committee. Main focus of the year: help identify diverse candidates for leadership positions and encourage them to run.

Administrators Institute AB– Jennifer Rush, EO liaison, reporting for Chair Stephanie Hands. Faculty and board members helping with Admin monograph review. Also – lots of prep for Winter Institute upcoming in February.

Summer Institute – Jennifer Rush, EO liaison, reporting for Chair Jo Anne Huber. The Adv Board is interested in increasing interactivity through tools like Poll Everywhere.

Dave Marchesani (Membership Comm) – Working on establishing a more consistent orientation to members. Now that the Annual Conf orientation is solid; next step is to work on the Region meetings, as well as an online version, and work on an international component as well.

B. Cecilia asked for issues Chairs might want to discuss as a large group

- Joint Division training:
 - JP (on Chat): I liked the training. I do wonder if we should try to do some more structured “get to know other NACADA leaders in other divisions” activity. We did that during our leadership dinner a few years ago. The locations the last two years made that more challenging but I wasn’t sure if we wanted to bring that back. Just a thought.
 - JP via discussion: Get-to-Know-You activity might be valuable at that Division training.
 - Vanessa (on Chat): Maybe pairing new leaders with existing leaders?
 - Brett: Great points. There are definitely ways we could do ice-breakers.
 - Sarah: Training was very helpful. Helped expand her knowledge about others’ interest areas.
- Heather Doyle – Focus on research was very present at Annual Conference. How can we build research knowledge among all our members and leaders?
 - Sarah – Emerging Research Scholars; Expand “Scholarly Writing” sessions at Annual or regions
 - Cynthia mentioned that we didn’t have scholarly inquiry scholarship applications this year

C. Brett – November Annual Report

- Due November 1
- Designed to help guide the work for each Committee or Advisory Board. Not meant to be comprehensive to-do list but focus on 1-3 highlights for the year. Brett went through each column. Cecilia added that it's ok to carry goals over from the previous year. Brett agreed that some of our projects – like the Leadership Academy – are complex projects and will be part of the goals for more than one year in a row.
 - Column 1 – Alignment with NACADA Strategic Goals
 - Col 2 – Specific desired outcome
 - Col 3 – Activities needed to support outcome
 - Col 4 – Measurement
 - Col 5 – Collaboration partners?
 - Col 6 – Anticipated challenges?
 - Col 7 & 8 – Complete these next August!
- Suggestions for new chairs? Please contact the reps or the EO liaisons

Division Unit Report for the _____ (Name of Advisory Board or Committee)
 Submitted by _____ (Name and email of Advisory Board or Committee Chair)

Please complete **Columns 1 through 6** and return by **November 1, 2016**, to Administrative Division Reps Cecilia Olivares, cecilia.p.olivares@gmail.com, and Brett McFarlane, bmcfarlane@uodavis.edu, with a copy to Administrative Division Liaisons Maxine Coffey, mcoffey@ksu.edu, and Jennifer Joslin, jjoslin@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.

NACADA Strategic Goal(s) (List strategic goal(s) to which the outcome is related)	Specific desired outcome (What you want to occur as a result of your efforts; what you want someone to know, do, or value)	Actions, activities or opportunities for outcome to occur (What processes need to be in place to achieve desired outcome)	Outcome measurements & related data instrument(s) (How you will specifically measure for the outcome and any instruments you will specifically use e.g. survey, focus group)	Other groups or individuals (if any) to connect with in achieving this outcome (List any plans or opportunities for collaboration with other Committees, Advisory Boards or units regarding this outcome)	Challenges (if any) anticipated in achieving this outcome (How you plan to address difficulties that may arise as you work to achieve the outcome)	Progress toward achieving outcome (Only completed in August 2017 report)	Future action(s) based on data (Data-informed decisions) (Only completed in August 2017 report)

D. Brett -- Feedback from Annual Conference trainings and meetings

Highlight of themes: Transition issues; continued work with Liaison and Division partners; continued collaboration with Council and Advisory Board; We really need to focus on our global lens; We need closer collaboration on our initiatives; Willingness to contribute to SLC's Leadership Academy. Other questions: How will the development of the Research Center affect everyone? How do we continue to engage members? How can we make sure projects sustain over time?

Brett and Cecilia plan to have a poll to ask Chairs for their priorities.

Brett and Cecilia will be scheduling meetings in advance. Goal is one call per quarter.

E. Cecilia – Any other questions?

JP: Leigh's point about the Diversity Committee made me wonder, How many guests are attending our meetings? How should we welcome them and how should we help keep them involved? How do we make progress on our goals? Also, is a Board or Committee that holds meetings ahead of time (and not at Annual) missing out on new members, new questions, and new energy?

Cecilia: Brett and I sat in on most of the meetings and there were guests at each one. We may need to talk about this and how to envelope them as we move forward. How envelope and also keep consistency. Guests were either casual observers or in the case of Diversity, very engaged. How do we keep them in the loop when they're not on a list-serv or on a Zoom meeting? If they're not on the Committee, how do we keep meetings transparent. Should Zoom meetings be advertised as Committees meet throughout the year.

Jennifer J: How are we telling people they can get involved? If we tell them they can join by coming to the Annual Conference meeting, then people will think that attendance there means they are on that Committee. There are many pushes to get involved at all levels of NACADA now so we have to make sure we're responsive to that. What is the message people are receiving about getting involved and what is the follow-up? We do hear from members that they reached out to leaders and never heard anything. These are the happy growing pains of an engaged and involved association.

Leigh: Heather and Carol have each talked with Leigh and they wondered about how to let members know how they would get involved with each Committee or Commission? Are there ways to put that info on websites?

Heather: Yes, the messaging is very welcoming and when members encounter a barrier, they think it's them. We want to make sure our members have clear and easy information about how to get involved.

Sarah: This happened at the Research Committee meeting too. We definitely want to involve engaged members who know about research (and folks from each Region) and some of the people at the meeting wanted to know more about research itself. Without knowing more about individuals, it's hard to know how to take advantage of member knowledge. In one case, I referred one member to some of our publications first, so she could learn more about how we do research. And then she & I will talk further. Research can be intimidating - we want to be inclusive. Do people have the best way to make people feel included because I don't want to put someone on the committee right away without knowing them better. Finding ways to get people involved -- it's tricky.

Brett: We do have this general message that we want people to be involved. The general NACADA theme is "Everyone's Welcome" and "Get Involved Everywhere." But that's not the

reality. In some cases, we need specialized knowledge. We're also looking at a sub-group of members able to attend the Annual Conference. Maybe we need a small sub-group to look at that? How do we welcome members to our groups and explain pathways to involvement? How do we explain to someone that they're not ready to be on the Research Committee and how follow-up on other ways they could get involved? If people are open to that, Cecilia and I could form that small group?

Jennifer: Brief reminder that Nathan is working on the "Pathways to Leadership" template. Also, maybe we need to work with the Sustainable Leadership Committee on preparing a pamphlet or info sheet to leaders with topics like "How to welcome interested members" or "Who to refer interested members to at the EO."

Dave: Rhonda has a lot of challenges to resolve with meeting scheduling. Membership Comm is scheduled the morning of the pre-con – we don't see a lot of new and interested members. Most of us are at set times.

Cecilia: Good point. Is there a reason that certain committees are at set times. And that won't hit members in the same way because of conference attendance.

Dave: Our committee has changed a lot in the last two years so we would like new members. We'd be open to reevaluating when we meet.

Rhonda: The way we reserve rooms affects this. There are high costs for AV. Two rooms are set aside and we have to pay for those. Some meetings are scheduled before certain other meetings and then of course there are liaisons and leaders and their busy conference schedules.

Cecilia. Very helpful, Rhonda! How can we look at issues of scheduling that empower members and allow them to be involved? And how do we communicate when meetings are happening at Annual? What are obstacles or barriers do we create as an organization?

Rhonda: Some things have existed for years. Traditionally, Committee meetings were scheduled before conference started and AB happen during conference. Charlie would know more about that history.

Brett: What Cecilia and I can do is mention the friction points and get SLC involved and bring all these challenges forward to them. We can add this as a topic for people to think about so we can move forward.

Chat conversation on the topic of inclusivity, welcoming new people:

From Cynthia to Everyone: 10:59 AM -- Maybe have a meeting after the meeting with people who have expressed interest

From Heather to Everyone: 11:00 AM -- This ties into our ELPAB; I'd definitely be interested.

From peckl to Everyone: 11:00 AM -- I would be interested in chatting, but have to meet with students after this. Please keep me posted!

From John Paul Regalado to Everyone: 11:00 AM -- I would be interested as well.

From peckl to Everyone: 11:01 AM -- Maybe we can come up with a "leader's toolbox"...

From Heather to Everyone: 11:01 AM -- And also being aware that some people may not have the opportunity to gain and have that experience at their institution/area. How can we help support that?

From Marsha to Everyone: 11:03 AM -- Rhonda juggles committee and advisory board meetings around presenters. Look at the wall behind her!

Heather: I have to run to another meeting, but I just wanted to mention that some people struggle choosing to go to committee meetings instead of seasons, which is what their institution pays them to go for, so I think helping people determine priorities and what a fit is for them, and that they can get "in" is important to consider

F. Any other topics for the year?

OK! We'll send out times for future meetings! Thank you everyone!

Brett called the meeting at 11:07