Administrative Division
Summary - Annual Reports
August 2017
Advisory Boards
Formed committee to establish 9 “Conditions of Excellence in Advising” for work with John Gardner Institute

Tracked completion rate of surveys from consultant and audit visits

For fall 2017: Establish web-based speaking opportunities for global institutions
• Used participant surveys to gather feedback about participants’ experiences to adjust curriculum & meet needs

• Winter Seminar topic identified (“Supporting a Research Agenda in Advising”) & published to web

• Faculty helped review *Administration of Advising* monograph
Annual Conference AB

- Reviewed & updated tracks and keywords
- Task group continuing to discuss and review Annual Conference structure
Assessment Institute AB

- Center for Research Director attended AS Institute
- Increased focus on developing research studies through assessment
- Implemented revised AS curriculum
- Assessed impact of offering AS before AI
- Held three post-event Zoom meetings for participants
- Creating draft of responsibilities of faculty vs Advisory Board
ELP AB

- ELP article written for AAT
- Created communication plan to be presented at Annual Conference
- ELP presentations updated with new branding and tagline
- Chair has joined Sustainable Leadership Committee
NCAA AB

- Updated summer course syllabus and content
- Encouraged more one-on-one participant & instructor interactions
- Gathered feedback from instructors for instructor’s guide
• Reviewed Academic Advising Administration monograph
• Gathered and analyzed data on custom publishing options
Summer Institute AB

- Updated SI schedule & curriculum
- Reviewed SI & Winter Institute offerings to guard against duplication
- Faculty Interest form moved entirely online
- Expanded faculty and intern base to ensure diversity & expertise
- Participant feedback indicated satisfaction with inclusivity & diversity of faculty
Created “How to Get Involved” section on website

Transitioned from Committee to Advisory Board

Consulting with EO on communication tools that might be of interest to members (2017-2018)
Webinar AB

- 2017-18 season set to focus on Core Competencies
- Committee promoted webinar purchases
- Recruited presenters for upcoming webinars
- Reviewed previous webinars
Committees
AWARDS COMMITTEE

- Created Leigh Schaffer Award and two other scholarships
- Streamlined submission instructions
- Created rubric to improve selection process
- Created video to highlight award winners

- Improved website information to improve nomination process
- Adapted award evaluation rubrics for nominees and applicants
- Recruited diverse leaders to join committee and to read nominations
- Met regularly to review & discuss quarterly budgets
- “Donate Now” button added to NACADA home page
- Leigh Schaffer Award added
- Inaugural “FUNdraiser Reception debuts this October at Annual Conference
- St Louis videos planned for future fundraising activity
- Planning for Phoenix fundraiser is underway
Three articles from Int’l members submitted to AAT

Drafted report on enhancing global member communication via website, wikis, & other discussion forums

Assessing accessibility of ELP for international members

Drafted report exploring exchanges and/or site visits for advisors & administrators

Enhance visibility of international contributions to conferences
Inclusion and Engagement Committee

- Added IEC liaison to LGBTQ Advocacy Commission
- Rewrote Association diversity statement
- Changed Committee’s name from Diversity to Inclusion & Engagement
- Added “How to Get Involved” Statement to website
- Began work on a membership survey
Membership Recruitment & Retention Committee

• Presented new member orientation programs at region conferences
• Developed outline for new member orientation for international members
• Identified cycle and topics for “first year experience” for new members
• Developing webpage for Graduate Students including resources & social media posts
Provided web page for program core competencies, professional benchmarks, and development of advising practices.

Offered zoom meetings to gather and solicit feedback on Competencies.

Completed pocket guide for 2017 Annual Conference.
• Center for Research Director conducted research-focused/scholarly inquiry (SI) sessions at Region Conferences
• Research Symposium offered at Region 10
• Working with research task force to develop collaborative relationship with Center for Research
• Working with Center for Research to develop “how to” modules to encourage SI

Research Committee
Three subcommittees examined leadership pathways, resources, trainings, & opportunities for exploring, new, and current leaders.

Created Leadership graphic for interested members to explore leadership positions.
...for your service!
ANNUAL CONFERENCE MEETING:
Tuesday, October 10, 1 pm
Convention Center room 232
See you there!