

Administrative Division Meeting
Annual Conference - St. Louis, MO
October 10, 2017
2:30-5:00 pm

- I. **Approval of the Minutes** from September 27 Administrative Division Meeting -
Passed

- II. **Goal Setting for Administrative Division Groups** (Committees and Advisory Boards)
IDEAS:
 - NACADA Liaison/Links/Ambassadors – having representation at the institutional/grad program level
 - Work on our “elevator speeches” – what is your group about
 - o How do you relate that back to the committee
 - o Tie it back to their passion and purpose
 - Where is this association going?
 - o Going back to the drawing board for some things (take a fresh look at the Annual Conference, for example, what about some individualized mentoring/support for new generation of advising professionals)
 - Looking at assessment
 - o look at feedback from post-conference evaluations
 - Question – why are we stressing this now? Why are we focusing on new membership and sustainable leadership? Can we define the different challenges and hurdles that prevent people from getting more involved?
 - Need to be aware if inclusivity – not everyone wants to be a leader in a structured role, be intentional (Ex. Using pronouns in group meetings)
 - Where does it start for member? Where do they initially connect?
 - Use of the Core Competencies – use those as an initial framework
 - Do we have a curriculum for what advisors need to know and be able to do?

Brett – discussion points:

- Making the work of the Administrative Division’s work more transparent
- Administrative Division is still a bit hidden

Cecilia – discussion points:

- How does this work impact our roles at Chairs of Committees/Advisory Boards
 - o Stronger relationship with the Region and CIG Division
 - o Internships – get their toes in the water to feel things out
 - o Addition of videos to distribute, use insight from leaders in NACADA
 - o Competencies for Academic Advising Professionals
 - o Looking at the professional journey of advisors (similar to looking at the journey of the student in the college experience) – presented as a range of activities
 - o Use of the NACADA Concept that we use for students, but reframe it for professional academic advisors

General discussion points:

Internships/GA's (Brett opened up for further thoughts)

- Application process
- Think about what the capacity for these advisory board/committees to take on an intern

Leadership Development to support them and possible leadership engagement with NACADA

Professional Development to support them their leadership development and investment in the association

Portfolios – tool used personally but structured collectively, reflective practitioner experience

Curriculum Mapping – how are the cells filling in across the grid, stages, playing with those levels of complexity

New Advisor experience – you got 2 months of training and now you have to be the best advisor (and we know that's not realistic)

- Milestones

Questions from Brett

How are we helping engaging committees in Administrative Division?

Expertise with the committee/advisory board work?

- Struggle of how do you find the people who have the expertise (example of Scholarship and Research)

- How can you be more inclusive and help engage the right people with the committee (chairs do not know everyone and all the talent)

We are looking for talent – how are we doing it (thinking about what happens with head hunting in corporate world)

- What are the talent needs to grow the association
- Can we restructure so that all committees are not the same in how we bring people in

Need some clarity for what committees/advisory board do – what early training and development do members need in order for them to access some of these opportunities on the committees/advisory boards

What are the pipelines and scaffolding we provide to them take an entry level member for a CAB to an expert contributor?

Actionable:

Is there a way to

- Committees – this is what it is
- This is what you need to know
- This is what you might be interested in
- If you don't have the skills, then here are ways for you to develop capacity

Is there a Mentor training?

Buzzfeed Quiz – so if you are interested in... something fun to engage them, and then teaches them where they fit, what they start with, where do they go?

SETTING GOALS FOR NEXT YEAR:

Themes:

- Updating Website to have some descriptors, expectations for each
- Professional development mini-series
- Mapping of the Curriculum
- Expanding the Internship Opportunities
- BuzzFeed Survey
- Reviewing the Admin Divisions structure, is something missing, is there a better organization, can we do an external review of the structures that supports this work (assessment as an initial stage for future proposals)
 - o Ask the question of who else cares about this, these committees
- NACADA Liaisons/Ambassadors/Links – involves and intake process for advisors exploring the association, a relational point (Who is the NACADA member in your neighborhood – make it institutional)

Zoom Meetings – discuss overlaps in the meeting, as the expertise and knowledge from other CABs can support the work of others

ELP web presence could be a good model