

**Administrative Division Meeting – Annual Conference 2019**

Saturday, October 19, 2019 ~ 1:00-3:30 p.m. ~ Louisville, Kentucky ~ Room L007/08

**PRESENT**

**Steve Viveiros** (Wheaton College) Division Representative-appointed (2017-2019)  
**Teri Farr** (University of Illinois at Urbana-Champaign) Division Representative-elected (2018-2020)  
**Carol Pollard** (University of North Texas) Division Representative-appointed (2019-2021)  
**Alex Kunkle** (Nevada State College) Chair, Global Awards Committee (2017-2019)  
**Brandan Lowden** (Pikes Peak Community College) Incoming Chair, Global Awards Committee, (2019-2021)  
**Wiona Porath** (Johns Hopkins University) Chair, Finance Committee (2018-2020)  
**Mehvash Ali** (American University of Sharjah) Chair, Global Initiatives Committee (2018-2020)  
**Michelle Smith Ware** (University of Notre Dame) Chair, Inclusion & Engagement Committee (2017-2019)  
**Locksley Knibbs** (Florida Gulf Coast University) Incoming Chair, Inclusion & Engagement Committee (2019-2021)  
**Jesse Poole** (Nevada State College) Chair, Membership Recruitment & Retention Committee (2018-2020)  
**Deb Dotterer** (Michigan State University) Chair, Professional Development Committee (2018-2020)  
**Drew Puroway** (University of St Thomas) Chair, Research Committee (2018-2020)  
**Heather Doyle** (Dalhousie University) Incoming Chair, Sustainable Leadership Committee (2019-2021)  
**Vanessa Harris** (Claflin University) Chair, AACSS Advisory Board (2017-2019)  
**Jayne Drake** (Temple University-Emerita) Incoming Chair, AACSS Advisory Board (2019-2021)  
**JP Regalado** (Texas A&M University-Corpus Christi) Chair, Administrators Institute Advisory Board (2017-2019)  
**Tara Warden** (University of Cincinnati) Incoming Chair, Administrators Institute Advisory Board (2019-2021)  
**Nicole Gaillard** (Auburn University) Chair, Annual Conference Advisory Board (2018-2020)  
**Kathy Zarges** (Kent State University) Chair, Assessment Institute Advisory Board (2017-2020)  
**Amy Korthank** (University of Iowa) Chair, Emerging Leaders Program Advisory Board (2018-2020)  
**Karen Sullivan-Vance** (University of Tennessee-Knoxville) Chair, International Conference Advisory Board (2017-2020)  
**Julie Givans Voller** (Phoenix College) Chair, Publications Advisory Board (2018-2020)  
**Jermain Pipkins** (Los Angeles Valley College) Chair, Summer Institute Advisory Board (2017-2019)  
**Cynthia Pascal** (Northern Virginia Community College) Incoming Chair, Summer Institute Advisory Board (2019-2021)  
**Sarah Howard** (Ohio State University) Chair, Technology Advisory Board (2017-2019)  
**Jill Geisler Wheeler** (University of Arkansas-Fayetteville) Chair, Webinar Advisory Board (2017-2019)  
**Michelle Duncan** (James Madison University) Incoming Chair, Webinar Advisory Board (2019-2021)  
**Alan Klug**, Executive Office Liaison, Finance Committee  
**Rhonda Baker**, Executive Office Liaison, Global Initiatives Committee, International Conference AB  
**Jennifer Rush**, Executive Office Liaison, Sustainable Leadership Committee, AS-AB, AI-AB, SI-AB  
**Elisa Shaffer**, Executive Office Liaison, NCAA Advisory Board, Webinar Advisory Board  
**Ashley Thomas**, Executive Office Liaison, Publications Advisory Board  
**Charlie Nutt**, Executive Office Liaison  
**Leigh Cunningham**, Executive Office Liaison Inclusion & Engagement Committee, Professional Development Committee, Research Committee, ELP-AB, Webinar AB, and Executive Office AD Liaison-Incoming

**GUESTS**

**Wendy Troxel**, Director, NACADA Research Center  
**Kaydee Emperley**, representing Lisa Rubin, NCAA Advisory Board

**ABSENT**

**Janet Spence** (University of Louisville) Chair, Sustainable Leadership Committee (2017-2019)  
**Lisa Rubin** (Kansas State University) Chair, NCAA Advisory Board (2018-2020)  
**Dawn Krause**, Executive Office Liaison, Global Awards Committee  
**Bev Martin**, Executive Office Liaison, Membership Recruitment & Retention Committee  
**Cathy Swartz**, Executive Office Liaison, AACSS Advisory Board  
**Farrah Turner**, Executive Office Liaison, Annual Conference Advisory Board

## Discussion items

- Welcome by Division Reps / Liaison Steve, Teri, and Charlie
  - Teri welcomed all incoming members and thanked continuing and completing members for their contributions.
  - Teri explained (as reminder to continuing members and explanation to incoming) that, for several years, the division has been working on improving its visibility/accessibility/transparency/inclusiveness/invitations to participate in a number of ways. In the coming year, Teri and Carol want to look at these things specifically related to the division's web presence. There will be some activities later in this meeting to begin that work.
  - Charlie announced that it has been decided that the Technology Advisory Board will be archived. He asked Sarah Howard to explain the reasoning for this decision (the work it was formed to do has been completed) and thanked her for her service as Chair. At least for the immediate future, smaller working groups will be formed to address specific technology-related needs when they arise, so that expertise related to those specific tasks can be assembled as needed.
  - Charlie also announced that he is passing the role of EO division liaison to Leigh Cunningham.
  
- Carol went over the binder materials that have been provided for each person in attendance
  - Division contact list
  - Association structure chart
  - Division leadership timeline
  - Chair report template
  - Tips for NACADA Leaders
  
- Carol then explained briefly the elements of the Chair report, which will be due on November 15<sup>th</sup>
  - The first section is to include all the projects/tasks that the unit expects to tackle in the coming year. This may include processes that the unit does every year, as well as projects that are specific to the coming year. Everything that the unit undertakes should be connected to one of the association's strategic goals, and should be so noted in the report. Chairs should be able to articulate those project-strategic goals connections.
  - The second section is for the one project/process that will be assessed this year.
  - Chairs will fill out the first six columns in the November report, and then the final two columns in the year-end report, which will be due August 15.
  
- Triumphs and Challenges – Steve asked each team [Outgoing/Continuing/Incoming Chair(s) and EO Liaison] to share on the following prompts (which were sent out prior to conference)
  - *What accomplishment of this year are you most excited about / proud of?*
  - *What did you find challenging this year?*
  
- Small group rotation
  1. Meet with Teri to discuss: *How can we help you?* – in relation to division processes. *What is working for you? What would you like to see? Individual meetings with the Reps to discuss reports? Online meetings – how often? what to discuss?*
  2. Meet with Carol to discuss: *How can we help you?* – in relation to the division's web presence.
  3. Record video clips with Steve, Charlie, and Leigh – for website
  4. Break