

Administrative Division Unit Reports, Compiled – August 2019

Global Awards Committee – Alexander Kunkle, Chair

Projects for this Year:

- Adopt new Committee Guidelines to increase membership At-Large members on the Committee to 15 and to invite 10 regional and 1 international representative to join.
- Develop formalized letter of intent process from prospective At-Large committee members wanting to join.
- Develop a sub-committee focused on working with awards committee members to identify key components of successful awards submissions and translate those components into an easily accessible document on the NACADA webpage.
- Communicate with EO and regional leadership to determine feasibility of regional presentations included within limited concurrent sessions.
- Finalize full rubric implementation for 2019 or 2020 cycle.
- Create “point scale” which would formalize differences between no award, COM, and Award.

Assessed Project / Outcome

- Expand committee membership
- Develop formal process for joining awards committee.

The awards committee expanded its membership with emphasis on regional diversity. It currently sits at 13 members. A draft version of an interest questionnaire has been developed to screen potential members. We expect membership to reach to goal target of 15 members prior to the 2019 Annual conference.

Several rubrics have been established for existing awards, and a sub-committee reviewed areas where new rubrics have been established. During the Annual Conference 2019, these rubrics will be reviewed by the full committee with potential new rubrics being implemented for the 2020 awards cycle.

No point scale has been established to formalize review of awards. Chair recommends incoming chair develop point system prior to 2020 review. Through the months of August and September, incoming chair Brandan Lowden will be contacting the GIC chair and the ten region chairs to solicit potential new members for the global awards committee to expand total committee membership to 17, which includes 11 at-large members from each of the 10 regions and GIC, 3 subcommittee chairs, past-chair, current chair, and EO liaison.

A questionnaire for potential service on the committee will be developed with the following two prompts from the Global Awards Committee guidelines: “what experience or qualifications do you have that provide justification for your service on the Global Awards Committee?” and “How would your service on the Global Awards Committee help support the NACADA Vision, Mission, and Strategic Goals?”

Finance Committee – Wiona Porath, Chair

Projects for this Year:

- Regularly review and discuss quarterly Budget summaries by holding quarterly finance committee meetings
- Continue to grow the Scholarship fund by continuing to explore fundraising ideas with a subcommittee for Fundraising as part of the finance committee
- Develop and release a “Giving Tuesday” Video for 2019 Giving Tuesday (Dec. 3, 2019); use the Giving Tuesday Website as a tool to assist: <https://www.givingtuesday.org/> (Year 2 Completion)
- Develop a video for NACADA website about the finance committee to enhance understanding for membership (year 2 goal).
- Update Videos for Training for Finance Committee

Assessed Project / Outcome

- Develop an Infographic for the Finance Committee for the website so that NACADA funds and what they are used for is more transparent for membership
- Ongoing project: This was to be completed in Summer 2019, but with Peggy’s transition to retirement, we will likely complete in Fall ’19.

Global Initiatives Committee – Mehvash Ali, Chair

Projects for this Year:

- Since the Administrative Division and the Council has approved the idea of the Visiting Advisor Program, the GIC will now work towards launching the program on the NACADA website.
- The idea of an international glossary of terms has been frequently requested by the NACADA members over the years, the GIC will initiate the collection of frequently used terms and their definitions to be made available for the NACADA’s global community.
- GIC will work towards creating a gathering and networking space for international members at the NACADA 2019 Annual Conference and potentially also at the NACADA 2019 International Conference. This is in addition to the international “region” meeting that is held at the Annual Conference
- Based on the comments received from the attendees at the NACADA 2018 International Conference, GIC will launch the NACADA Friends Network at the 2019 International Conference in Hasselt with the intention to create an informal means of communication between NACADA’s global community
- Review the NACADA website and provide recommendations to the Administrative Division Representatives to make the website more inclusive for non-US and non-Canadian members based on findings.
- Continue the review of the existing ELP program in terms of global relevance and accessibility and provide recommendations to the ELP advisory board as appropriate.
- GIC will evaluate the feasibility of offering an international webinar. GIC will assist the EO in identifying appropriate individual(s) from outside the US or Canada that can deliver a webinar better suited for our global community of advisors.
- GIC will put forward a recommendation to the international conference planning committee to encourage presentation of posters from advisors in different countries outlining how advising is structured in their institutions and identifying any professional advising associations in their countries. This will facilitate information sharing on international advising practices.

Assessed Project / Outcome

- Make recommendations to the Administrative Division Representatives regarding the launch of the Visiting Advisor Program (VAP).
- The proposal for the Visiting Advisor Program has been approved. Budget proposal to support the program with scholarships has been submitted. We have completed the evaluation of the Internship Connection to identify transferrable procedures. GIC is working on developing the website for the launch. Presentations at both the International and the Annual conference have been accepted regarding the program. Upon approval of funding, GIC will work on the development of the website and the advertising of the program.

Inclusion & Engagement Committee – Michelle Ware, Chair

Projects for this Year:

- Develop a presentation, webinar, and/or documents focused on the development of inclusive proposals, presentations and practices for Association conferences (led by the Conferences Subcommittee).
- Work with Administrative Division Reps, advisory boards and committees to effectively communicate advisory board and committee goals, tasks, etc. associated with SG #4 across the division (led by the Structural Review Subcommittee).
- Review data obtained through the Minding Your Business (MYB) survey and provide recommendations to the Administrative Division Reps based on survey findings (led by the Data Subcommittee).

Assessed Project / Outcome

- Align the charge with the work (i.e. tasks, recommendations) of the committee - to critically evaluate, educate and advocate for equity and inclusion in all aspects of the Association.

PROGRESS:

Conferences Subcommittee:

- Recommended microphones be used during NACADA conferences
- Drafted "[NACADA Letter to Conference Proposal Readers](#)" used in spring 2019 in cooperation with Conferences Advisory Board

Structural Review Subcommittee:

- Reviewed Policy AD-05 related to IEC purpose - provided feedback regarding how current NACADA structures limit IEC's ability to act per the policy charge
- Engaged in an individual, informal survey of the presence and/or role of diversity reps in each region

Data Subcommittee:

- The committee hoped to review and make recommendations based on the data obtained through the Minding Your Business (MYB) survey - data not provided
- Focused on continuing to explore what data IEC needs to impact inclusion and equity within the association per the committee charge
- Focused on the means by which IEC can be intentional about identifying data sources

FUTURE ACTIONS:

Conferences Subcommittee:

- develop a short video and/or create a module on inclusion and engagement to be viewed or completed by proposal readers before allowance to read proposal

Structural Review Subcommittee:

- Continue to develop intentional and clear policies regarding the role of IEC
- Assist in designating a diversity and inclusion representative in each region.
- Help develop and/or participate in the training of new NACADA leaders across divisions related to issues of inclusion and equity.

Data Subcommittee:

- Gain access to and provide additional recommendations based on data gathered in the PDC Gap Analysis and Region Review projects.

Membership Recruitment & Retention Committee – Jesse Poole, Chair

Projects for this Year:

- Finish New Member Online Orientation: Edit content gathered at 2018 conference, complete video and publish to web.
- First Year Member Communication Plan: Develop a communication plan to encourage first year members to stay engaged with NACADA at both the regional level and organization level.
- Institutional and Allied Memberships: Review information currently available online, stop gap analysis, reach out to current members

Assessed Project / Outcome

- Expand accessibility to the New Member Orientation by developing an interactive online version of the orientation accessible to all members.

The MRRC has developed the content for the online orientation. Times have been scheduled with the EO videographer for the KY conference with specific takes and actions to be recorded.

Professional Development Committee – Deb Dotterer, Chair

Projects for this Year:

- Gap Analysis – Gather input from conference attendees at the Town Hall meeting; Review Climate Survey outcomes to see if respondents mention professional development; Review feedback from Regional Review Survey results. Review of feedback/survey responses to a variety of NACADA activities to determine if the content met the participant's professional development needs.
- Resources for Core Competencies – Complete Resource review on the remaining journals; work on adding activities for competency development.
- Submit a proposal to Annual Conference Committee / Regional division requesting Core Competencies identification in presentation proposals. - Request that presenters be offered the option of identifying up to three core competencies that will be addressed with their presentations. This information can then be listed in annual, regional and international conference programs.
- Continue the work towards translation of the Core Competencies Guide into Spanish by 2020 Annual Conference - Ivette will continue to work with a small group of members to translate the Core Competencies handbook into Spanish.

Assessed Project / Outcome

- Identify three professional development themes of interest to NACADA members.

Qualitative review of Professional Development Feedback completed for the following sources: 2018 Town Hall Meeting, Past three years of Webinars, E-tutorials as well as Summer and Winter Institutes. These were the areas where a specific question of future professional development was included in the feedback.

Questions on the Regional Review Survey were developed in consultation with the PDC. The Survey was distributed to the entire membership and based on initial information provided had a significant return rate.

It was determined that the MYB survey information was not specific to the PDC Gap Analysis.

The qualitative review of these responses was developed in consultation with Jennifer Joslin, Ashley Thomas, and Elisa Shaffer (developed E-tutorial qualitative format).

Gap Analysis Committee is still awaiting the results of the Regional Review Survey which includes questions with qualitative responses specific to the Gap Analysis. This data is due to be released after the Annual Conference 2019 and the Gap Analysis Committee believes it is prudent to obtain this information prior to identifying the themes for ongoing professional development that the organization should focus on going forward. A proposal has been submitted to the Board to request an extension of the Gap Analysis final report to include this information.

Research Committee – Drew Puroway, Chair

Projects for this Year:

- Standing work of the Committee: Solicit and review applications for NACADA Research Grants, solicit and review applications for Research Awards, Review potential surveys for membership distribution, plan and organize research opportunities at regional and annual conferences, serve as initial point of contact for research mentoring opportunities, and collaborate with the NACADA Research Center to advance educational opportunities
- Take efforts to increase research award nominations
- Continue to build and diversify committee membership (including having all regions represented)
- Continue refinements of website and enhance web presence in other ways (e.g. social media)

- Take actions to move forward on the Best of Region Research and/or some way to recognize and bring solid research presentations to wider audiences

Assessed Project / Outcome

- It is an exciting time for research in the field. Our committee believes that there is the potential to bring some important ideas to the audience of the Annual Conference from researchers who might be otherwise unable to participate (could be due to financial obstacles or due to the competitiveness and type of session that makes it into the program). We hope to provide both recognition and support for scholarly inquiry presented on the regional level to the annual conference. The desired outcome would be that a wider audience within the association could connect with the new knowledge of the inquiry in ways that further research and practice in the field.

Previously, I had learned that the proposal will need to go through the finance committee. However, that is about the extent of progress on this award. We would need clear criteria and a system for judging regional awards. Future Action: Report this relative inaction in achieving this goal to the whole committee in Louisville and determine if there is still energy and ideas for developing this program. Beyond that it would be working on the proposal for the finance then awards committee.

Sustainable NACADA Leadership Committee – Janet Spence, Chair

Projects for this Year:

- Work with the Administrative Division Representatives to share the NLEP framework with the Administrative Division, receive and review feedback, and make any necessary revisions/enhancements to the framework.
- Upon revision of the framework, the Sustainable Leadership Committee will work with the Administrative Division Representatives in sharing the approved NLEP framework with the Council and the Board of Directors for approval.
- Upon approval of the framework from the Council and Board of Directors, the Sustainable Leadership Committee will work with the Council to develop a charge for each division to supply content, delivery and learning outcomes to respective modules of the NLEP.

Assessed Project / Outcome

- Develop a charge for each division to supply content, delivery and learning outcomes to respective modules of the NLEP.

Although the process took longer than anticipated, the executive summary was created and sent to the Administrative Division Reps. Recommended revisions have been received. Revisions will be made based on the feedback from the Admin Division and revised summary will be presented to the Board and the Council. Next steps will involve a gap analysis of current training, connecting with other Committees (such as the PDC who are also conducting a gap analysis) and then creating a plan for implementation. This plan will be approved through the Admin Division and up through the Board and Council.

AACSS Advisory Board – Vanessa Harris, Chair

Projects for this Year:

- By February 2019, the AACSS Board will submit a training proposal to the Administrative Division Representatives for new consultants/speakers. The goal is for this training to be the primary training for new consultants/speakers to the AACSS. The proposal will contain a detailed outline of the training and partnerships that will be needed within NACADA
- In December 2018, the sub-committee that reviews new consultant/speaker applications for the AACSS will begin the process of reviewing the application and updating the rubric to enhance the selection process. The revised application and rubric will be ready for final review by March with a roll out date in April 2019.
- Revise the AACSS Handbook to include more information on the reimbursement process, update consultant/speaker information and a brief section on the differences between the EAA and the AACSS. The revised handbook will be submitted to the AACSS Board for review in early Spring 2019 and to a select group of consultants/speakers for their feedback. The Handbook will be distributed to the consultants/speakers by the end of the Spring Semester.

Assessed Project / Outcome

- All new consultants/speakers will be trained before being placed for their first consultant or speaker assignment.

Discussions were undertaken with Jennifer Joslin and George Steele, and various platform options such as Canvas and Google Handout were discussed. Outstanding issues include content development, options for training delivery; scope of the training; costs for implementation.

Administrators Institute Advisory Board – JP Regalado, Chair

Projects for this Year:

- Continue to maintain open communication with the Advisory Board and the Institute Faculty so there is no disconnect and each works to complement the work of the other.
- Provide cost effective and beneficial professional development experiences for Institute attendees.
- Winter Seminar topic: Continue to identify relevant and engaging topics and work to get topic proposals as early as possible so topic can be selected and marketed appropriately.

Assessed Project / Outcome

- Academic Administrators (with either unit or campus wide responsibilities) that attend the institute will be given a relevant and useful professional development experience based on current national trends.

Attendance at Administrative Institute continues to be strong for both Track A and Track B. Majority of attendees are new attendees although we continue to have returning attendees from previous institutes. We had an increase in evaluations from the year before and overall, were positive. We will continue to monitor attendance and compare it to previous years. We will also continue to evaluate the effectiveness of both Tracks based on evaluations and feedback from attendees

Annual Conference Advisory Board – Nicole Gaillard, Chair

Projects for this Year:

- Assessment of Conference Tracks and Keywords.
- Evaluation of Guidebook App vs other products for online conference program.
- Review the sponsored session guidelines for the Advising Community Division.

Assessed Project / Outcome

- Clarify the appropriateness and usefulness of tracks and keywords when searching for sessions.

Based on submitter feedback regarding the proposal submission and review processes, development of an updated rubric that more clearly outlines and defines proposal criteria became a priority. The Annual Conference Advisory Proposal Rubric sub-committee has drafted an updated rubric for review by the Advisory Board. Once completed, attention will shift to the evaluation of the tracks and keywords.

Assessment Institute Advisory Board – Kathy Zarges, Chair

Projects for this Year:

- Collaboration with Assessment of Advising Community and other NACADA committees and communities
- Educate the NACADA Community about the opportunities for involvement in the NACADA Assessment Institute (Advisory Board, Faculty Intern)

- Identify innovative ways for faculty to connect with Assessment Institute attendees both during and following the institute
- Continue to adjust, refine, and improve on the Assessment Institute Curriculum, specifically provide more examples and interactive activities during the institute and identify ways to provide examples following the institute
- Align the Assessment Institute sessions with the Core Competencies
- Identify ways to contribute to the NACADA research base and/or support NACADA Assessment Institute attendees to translate their assessment work into research and publications

Assessed Project / Outcome

- Implement innovative ways for faculty to connect with Assessment Institute attendees one on one (or in small groups) both during and following the institute

During the assessment institute:

1. Faculty were asked to achieve at least 10 ‘touch points’ with attendees where they connected with them outside of the formal structure. This included lunch, breakfast, reception, and during the open work session. This was incredibly well received by faculty and attendees and reflected in informal and formal feedback.

We had at least one faculty available during each work group session as a ‘roamer’ who was available to assist attendees who were working outside of official work group sessions.

2. A session was added to the schedule that allowed attendees to work on their own or in groups but could go to one of the faculty rooms for additional support and guidance without any formal presentation. While we did not have a huge number of attendees, those who did take advantage of this found it to be highly successful.

After the institute:

The faculty have offered office hours one time so far. During this session, we had 11 people join the session, in addition to 3 faculty. The attendees were able to update on their progress to date, get some feedback, and ask questions. Two additional sessions like this are planned- one for September and one for November.

The additions during the institute and after the institute will be discussed with both the advisory board and faculty at the Fall meetings, with the recommendations that we continue these initiatives, adding even more intentionality behind them. It would be best to have the office hours more solidified before leaving the institute.

ELP Advisory Board – Amy Korthank, Chair

Projects for this Year:

- Mentor Recruitment subcommittee will continue working on ideas for mentor recruitment.
- Marketing / Communications subcommittee will continue the work begin last year on identifying / dispelling common “myths” about the program. Possible connections with Sustainable NACADA Leadership Committee on collective messaging and how to strategically increase nominations to “upper” level leadership positions.
- Conference presentation subcommittee will continue the work of organizing presentation proposals submissions for conferences and conducting “training” sessions for presenters.
- All committee members are expected to review applications for the 2019-2021 ELP Class.
- Annual Conference Social subcommittee will plan a get-together for incoming and mid-term classes during Annual Conference.

Assessed Project / Outcome

- Review mentor application and rubric.

This subcommittee has been meeting and revising the mentor application, including questions and rubric, to standardize some of the potential answers given by ELP mentor applicants and to further strengthen the direct connection between ELP mentorship and NACADA’s mission and strategic goals around diversity, equity and inclusion. A NACADA resume template is being created to allow consistent and accurate NACADA leadership information gathered from each applicant. A new question was developed to understand potential mentor’s philosophy regarding the connection between the ELP program and NACADA’s strategic goals 4 and 5

International Conference Advisory Board – Karen Sullivan-Vance, Chair

Projects for this Year:

- Planning for the upcoming 2019 International Conference in Hasselt, Belgium, including marketing the conference, working with the conference committee to determine keynote(s), tours, and socials. Also, work on pre-conference workshops and select readers to read conference submissions.
- Identifying future sites for the conference. The goal is to be two to three years out with locations identified, visited, rfps returned and site selection completed. This will allow members to know in advance where the international conference will be held, along with allowing the committee to work with the upcoming locations well in advance.
- Review RFP-this is done annually.
- Create a letter for the NACADA Leadership regarding their roles and responsibilities at the International Conference-each letter/roles is different based on the nuances of the country/institution, but a draft letter will be created this year and can be updated.

Assessed Project / Outcome

- Identify potential conference locations for 2020, 2021 and possibly 2222. Send out the rfps and make decisions about each year so that we are at minimum two years out in sites selected. This will allow for ample conference planning time and for association members to plan ahead.

Location for 2020 conference has been confirmed, American University in Athens Greece. Currently working on sites for 2021 and 2222.

Site visit was conducted in May 2019. Conference planning committee has been selected and members were in attendance in Hasselt. Conference committee members will also be in attendance at Annual and will meet with the IAB. RFPs will be sent out to conference members in attendance in Hasselt to help identify potential future conference locations. RFPs will go out in fall 2019.

NCAA Advisory Board – Lisa Rubin, Chair

Projects for this Year:

- Update and improve Academic Success and the Student-Athlete course content for NACADA summer course.
- Determine if there is a need to offer an advanced course for NACADA beyond Academic Success and the Student-Athlete curriculum.
- Finalize course facilitator guide and incorporate a NCAA training for new facilitators in the spring.
- Offer Lunch and Learn sessions once per semester.

Assessed Project / Outcome

- Completion of a facilitator's guide will ensure consistency for the facilitation of our summer course Academic Success and the Student-Athlete provides excellent learning opportunities and professional development for our member and non-members who take the course. It is both a training guide and a reference manual, and might aid in recruiting strong facilitators to participate in leading the course.

The facilitator's guide was almost completely finished before the start of the Summer 2019 course in June. The board used a shared google document to review progress. The only part that is incomplete is the information for the specific course dates/modules. Utilizing the data and feedback from the summer course participant post-course evaluation, we will update the facilitator's guide as well as input the 2020 course information and curricular changes in advance so it will be completed but continue be a living, editable document.

Publications Advisory Board – Julie Givans Voller, Chair

Projects for this Year:

- Review and submit recommendation on LGBTQ book prospectus submitted by Craig McGill.
- Design questionnaire to elicit information regarding preferred publication platforms and topics of interest.
- Survey a targeted sample of NACADA membership/book purchasers using questionnaire.
- Compile and analyze survey data
- Investigate options for re-printing paperback NACADA-only books to aid marketing efforts

Assessed Project / Outcome

- EO will receive a recommendation from PAB on whether to move forward on publishing

Reviewers were identified, read and provided feedback. Feedback was summarized and the write up reviewed by myself, Susan Freed, and Marsha Miller prior to submission to EO on Nov 13.

Summer Institute Advisory Board – Jermain Pipkins, Chair

Projects for this Year:

- Work with summer institute faculty to condense the material covered in previous workshops that are have been converted into topical sessions.
- Refine open forum sessions to ensure the topics discussed are in alignment with session outcomes (Institution Types, Roles in Advising, Student Types, etc.)
- Develop a plan of action to better engage individual summer institute participants who are not part of a team.
- Implement curriculum changes based on the needs of SI participants

Assessed Project / Outcome

- As a result of refining the open forum sessions, participants will understand the importance of connecting with advising professionals with similar goals and challenges to increase the likelihood of developing and implementing an effective action plan.

As a result of analyzing data from the evaluations, meeting with faculty, advisory board, and the management team, the structure of the open forums were revised. Formal presentations and PowerPoints were excluded to encourage more dialogue between participants. Early anecdotal data suggest that this change was effective in getting participants to discuss challenges and solutions that may be beneficial in developing/ implementing action plans. Based on the input from SI faculty, the open forum sessions can benefit from grouping participants according to institutional types, similar to the small workgroups. We have yet to receive evaluation data from the 2019 summer institutes. Future actions include: analyzing evaluation data from institute to determine if open forum curriculum change was effective, meet with advisory board and management team to discuss institutional type pairings and other improvement solutions.

Technology Advisory Board – Sarah Howard, Chair

Projects for this Year:

- Work with NACADA Board subgroup to explore a communication/project management tool such as Trello.
- Explore tool such as Name Coach to assist with correct name pronunciation at conferences, especially for leadership and award winners.
- Along with Technology in Advising Community, NACADA Executive Office, and Annual Conference Committee, develop a sustainability plan for the Tech Labs.
- Develop social media best practices for Annual Conference Committees; expand social media team beyond just Social Media Chair and Michele Holaday in EO.
- Work with Michele Holaday in EO to develop a year-long NACADA communication plan.

Assessed Project / Outcome

- Continue to address benchmarks 7.1 and 7.2. Determine to what extent the Technology Advisory Board is responsible for benchmarks 7.1 and 7.2 (versus what is being taken on by Webinar Advisory Board, Professional Development Committee, and NACADA Board, among others). Centralize access to information regarding

number of virtual opportunities from 2016 so that growth can be evaluated. Identify number of institutions participating in virtual opportunities. Consider outreach (survey or focus group) to those institutions that have participated and those that have not.

At this time, projects for the Technology Advisory Board are deferred until there is further discussion about the purpose and future of this advisory board.

Webinar Advisory Board – Jill Wheeler, Chair

Projects for this Year:

- Review recordings of webinars that have reached five years old for posting to website or retirement.
- Recruit webinar proposals from conference presentations and other venues – and, this year, develop at least one new way to reach out to potential presenters (possibly something at Region conferences).
- Submit a proposal to have “possible future webinar” added to the conference presentation evaluations.
- Develop new ways to communicate the value of webinars to potential participants/registrants.

Assessed Project / Outcome

- Determine whether recently-initiated discount code for registrant purchase of post-event recordings yields increased purchases .

We were able to offer the discount code thanks to the executive office! Unfortunately, the code did not prove to be incentive enough to garner an increase in additional purchases. Upon further examination, only one person utilized the discount. It is unknown if the discount drove this purchase or if the individual would have purchased the DVD no matter the price. The board will need to decide the future of the code.