Administrative Division Meeting Agenda
Friday, May 22, 2022

Present
Teri Farr (University of Illinois at Urbana-Champaign) Division Representative-elected (2018-2020)
Carol Pollard (University of North Texas) Division Representative-appointed (2019-2021)
Wiona Porath (Johns Hopkins University) Incoming Division Representative-elected (2020-2022) and Chair, Finance Committee (2018-2020)
Leigh Cunningham, Division Executive Office Liaison
Chris Hutt (Kansas State University) Incoming Chair, Finance Committee (2020-2022)
Brandan Lowden (Pikes Peak Community College) Chair, Global Awards Committee, (2019-2021)
Mehvash Ali (American University of Sharjah) Chair, Global Initiatives Committee (2018-2020)
Susan Corner (University of Victoria) Incoming Chair, Global Initiatives Committee (2020-2022)
Locksley Knibbs (Florida Gulf Coast University) Chair, Inclusion & Engagement Committee (2019-2021)
Jesse Poole (Nevada State College) Chair, Membership Recruitment & Retention Committee (2020-2022)
Lindsey Byrd (Coastal Alabama Community College) Incoming Chair, Membership Recruitment & Retention Committee (2020-2022)
Deb Dotterer (Michigan State University) Chair, Professional Development Committee (2018-2020)
Barbara Smith (University of Texas at San Antonio) Incoming Chair, Professional Development Committee (2020-2022)
Drew Puroway (University of St Thomas) Chair, Research Committee (2018-2020)
Kiana Shiroma (University of Hawai’i at Mānoa) Incoming Chair, Research Committee (2020-2022)
Heather Doyle (Dalhousie University) Chair, Sustainable Leadership Committee (2019-2021)
Jayne Drake (Temple University-Emerita) Chair, AACSS Advisory Board (2019-2021)
Nicole Gaillard (Auburn University) Chair, Annual Conference Advisory Board (2018-2021)
Kathy Zarges (Kent State University) Chair, Assessment Institute Advisory Board (2017-2020)
Dan Chandler (Brigham Young University) Incoming Chair, Assessment Institute Advisory Board (2020-2022)
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)
Steve Schaffling (Syracuse University) Incoming Chair, International Conference Advisory Board (2020-2022)
Lisa Rubin (Kansas State University) Chair, NCAA Advisory Board (2018-2020)
Kaydee Emperley (Washburn University) Incoming Chair, NCAA Advisory Board (2020-2022)
Julie Givans Voller (Phoenix College) Chair, Publications Advisory Board (2018-2020)
Susan Fread (Lehigh Carbon Community College) Incoming Chair, Publications Advisory Board (2020-2022)
Cynthia Pascal (Northern Virginia Community College) Chair, Summer Institute Advisory Board (2019-2021)
Michelle Duncan (James Madison University) Chair, Webinar Advisory Board (2019-2021)
Dawn Klauser, Executive Office Liaison, Global Awards Committee
Jennifer Rush, Executive Office Liaison, Sustainable Leadership Committee, AS-AB, AI-AB, SI-AB
Farrah Turner, Executive Office Liaison, Annual Conference Advisory Board
Rhonda Baker, Executive Office Liaison, Global Initiatives Committee, International Conference AB
Elisa Shaffer, Executive Office Liaison, NCAA Advisory Board, Webinar Advisory Board
Ashley Thomas, Executive Office Liaison, Publications Advisory Board
Guest: Wendy Troxel, Research Center Director

Absent
Tara Warden (University of Cincinnati) Chair, Administrators Institute Advisory Board (2019-2021)
Meagan Hagerty (Univ of Minnesota-Twin Cities), Incoming Chair, Emerging Leaders Program Advisory Board (2020-2022)
Alan Klug, Executive Office Liaison, Finance Committee
Bev Martin, Executive Office Liaison, Membership Recruitment & Retention Committee
Cathy Swartz, Executive Office Liaison, AACSS Advisory Board
Discussion Items

- Teri and Carol welcomed everyone and asked Incoming Chairs to introduce themselves.

- Chair reports
  - Lisa Rubin announced that the NCAA-AB has partnered with N4A for course curriculum development and will be offering spots in the online course to N4A members – next section starts June 15.
  - Jayne Drake shared that AACSS-AB is engaged in “construction junction” – a complete revamping of the AACSS. Mission & goals statement redo is complete. Handbook is being overhauled. Application processes are being reviewed and overhauled. New marketing subcommittee is getting started. Also looking at an overall name change. Applications are still be accepted for consulting, but currently consultations are only being done virtually.
  - Shout-out by Michelle Duncan to all who have been involved in getting the webinars produced while we are in the pandemic situation. Leigh shared that yesterday’s webinar had the highest registration of any paid web event we have ever had. Teri added how appreciative she is of all the things the association has been doing virtually to help the members feel connected during this time – she has felt very well-supported.
  - Wiona Porath shared that the Finance Committee is really excited to have added an infographic to the “donate now” webpage (https://my.nacada.ksu.edu/Shop/Donate). They are also working on a handbook, since the committee has not had one.
  - Drew Puroway shared that the Research Committee has been working with Wendy Troxel on a proposal for a Research Papers session type at Annual Conference, and this has now been submitted to the AC-AB for their review.
  - Nicole Gaillard shared that, in addition to the proposal mentioned by Drew, the AC-AB is looking at tracks and keywords. She asked Farrah Turner to share about Annual Conference itself.
    - Farah shared updates on the various aspects being considered regarding whether there can be an on-site conference. One primary determinant is that Puerto Rico has to be open to the Phase 4 level for the conference to be able to take place. Right now, it appears to be on track to reach that in July, so plans are going forward full-steam for an on-site conference. She and Dayna are working with the conference center and hotels, and scheduling is moving forward. However, many contingency plans are also being made in case that becomes impossible. Farrah will update the webpage as any new information becomes available.
  - Kathy Zarges shared the some of the members of the AS-AB and faculty are working with some folks from the Assessment Advising Community on a Pocket Guide while they are in their lull period between this year’s institute (which went very well) and beginning the planning for next year.
  - Amy Korthank reported that, because it is already determined that some of the members of the incoming 2020-2022 ELP Class will not be able to be at Annual Conference, the ELP-AB decided to move ahead now with a summer-long virtual orientation, which will culminate in pairing prior to conference. They feel that it is critical that all members of the class have the same experience, so made that decision early. There will, however, for the first time, be an all-ELP Social event during conference.
  - Deb Dotterer shared that the PDC submitted the Gap Analysis that they had been working on for some time to the Council and Board of Directors for their mid-year meeting. Deb reported out on this report at the meeting. Next the PDC will review the Region Review Report (which was also submitted to the leadership at mid-year) to see what information from that further informs their Gap Analysis. Barbara Smith has put together a subcommittee to begin that work.
  - Ashley Thomas gave an update on books in the works:
    - LGBTQ book on track for release October 2021
    - Advisor Training and Development book revision, which will incorporate the Core Competencies, planned release October 2022
    - Scholarly Inquiry book revision, planned for release October 2022
    - Advising Administration book revision will begin soon, scheduled for release October 2023
• Training for incoming Chairs
  o Carol informed the group that general division training is being prepared for incoming Chairs and is expected to take place in mid-July (date TBD – doodle will be sent out). Continuing Chairs are also welcome to attend.
  o Carol also encouraged outgoing Chairs and Liaisons to work with incoming Chairs for their unit to understand what they need to know/do for their particular committee or advisory board.

• Mid-year meeting
  o Teri gave a recap of some of the primary conversation points during the mid-year leadership meeting. PDC Gap Analysis and Region Review report were discussed. Two major initiatives of the leadership going forward will be (1) a review of the bylaws and (2) the appointment of an Implementation Team to further review the Region Review report and determine what initiatives need to be implemented and what that will look like.
  o Deb Dotterer added that she appreciates what a good job the association has done to move forward with virtual experiences of all sorts, including these leadership meetings, during this pandemic situation.

• Reporting timeline (from the Council meeting 5/20/2020)
  o Chairs of each committee and advisory board are asked to provide their group’s August report to the Division Reps and EO Liaison by August 1.
  o Carol and Teri are required to provide a summary report of the division’s activities to the Council for the August 19 Council meeting. This report will outline the great things division units have accomplished, highlight any challenges division units are facing, and discuss any perceived opportunities for growth.
  o The Vice President will then update the Board of Directors on division initiatives / activities / accomplishments at the September 10 BoD meeting.
    ▪ Carol asked that all outgoing Chairs please be sure to talk this reporting process through with the incoming Chair for their unit, as the incoming Chair will need to understand this to move forward with what the unit has been engaged in, as well as how to complete their first-year report, which will be due in November.
    ▪ **Action Item:** Report template with updated instructions for this phase will be sent out to all following this meeting, but Chairs may also just use their November report and complete from that. If anyone can’t find their November report, they may check with Leigh for a copy.