

Administrative Division ANNUAL Meeting Agenda

September 22, 2021 ~ Zoom

Members Present

Carol Pollard (University of North Texas) Division Representative-appointed (2019-2021)
Wiona Porath (Johns Hopkins University) Division Representative-elected (2020-2022)
Leigh Cunningham, Division Executive Office Liaison
Nicole Kent (Oregon State University) Chair, Finance Committee (2021-2022)
Brandan Lowden (Pikes Peak Community College) Chair, Global Awards Committee, (2019-2021)
Susan Corner (University of Victoria) Chair, Global Initiatives Committee (2020-2022)
Locksley Knibbs (Florida Gulf Coast University) Chair, Inclusion & Engagement Committee (2019-2021)
Mark Nelson (Oklahoma State University) Incoming Chair, Inclusion & Engagement Committee (2021-2023)
Lindsey Byrd (Coastal Alabama Community College) Chair, Membership Recruitment & Retention Committee (2020-2022)
Kiana Shiroma (University of Hawai'i at Mānoa) Chair, Research Committee (2020-2022)
Tara Warden (University of Cincinnati) Chair, Administrators Institute Advisory Board (2019-2021)
Nicole Gaillard (Auburn University) Chair, Annual Conference Advisory Board (2018-2021)
Alex Kunkle (Nevada State College) Incoming Chair, Annual Conference Advisory Board (2021-2023)
Beth Higgins (University of Southern Maine) Chair, Assessment Institute Advisory Board (2020-2021)
Meagan Hagerty (University of Minnesota-Twin Cities) Chair, Emerging Leaders Program Advisory Board (2020-2022)
Steve Schaffling (Syracuse University) Chair, International Conference Advisory Board (2020-2022)
Kaydee Emperley (Washburn University) Chair, NCAA Advisory Board (2020-2022)
Holly Martin (University of Notre Dame) Chair, Publications Advisory Board (2020-2022)
Ann Hintz (St Norbert College) Incoming Chair, Summer Institute Advisory Board (2021-2023)
JP Villavicencio, (University of Wisconsin-Whitewater) Chair, Sustainable Leadership Committee (2020-2023)
Michelle Duncan (James Madison University) Chair, Webinar Advisory Board (2019-2021)
Patricia MacMillan (Ontario Tech University) Incoming Chair, Webinar Advisory Board (2021-2023)
Alan Klug, Executive Office Liaison, Finance Committee
Lizbeth Alcantara, Executive Office Liaison, Global Awards Committee
Chris Hutt, Executive Office Liaison, Global Initiatives Committee, International Conference AB
Joan Krush, Executive Office Liaison, Membership Recruitment & Retention Committee and Sustainable Leadership Committee
Farrah Turner, Executive Office Liaison, Annual Conference Advisory Board
Cathy Swartz, Executive Office Liaison, AACSS Advisory Board
Ashley Thomas, Executive Office Liaison, Publications Advisory Board
Elisa Shaffer, Executive Office Liaison, NCAA Advisory Board, Research Committee

Guests: Karen Sullivan-Vance, Wendy Troxel, Kathy Zarges

Members Absent

Cynthia Pascal (Northern Virginia Community College) Incoming Division Representative-appointed (2021-2023)
Jesse Poole (Nevada State College) Incoming Chair, Global Awards Committee (2021-2023)
Barbara Smith (University of Texas at San Antonio) Chair, Professional Development Committee (2020-2022)
Jayne Drake (Temple University-Emerita) Chair, AACSS Advisory Board (2019-2023)
Stephanie Kraft-Terry (University of Hawai'i-Mānoa), Incoming Chair, Administrators Institute Advisory Board (2021-2023)
Isaiah Vance (Texas A&M University) Incoming Chair, Assessment Institute Advisory Board (2020-2021)
Jennifer Rush, Executive Office Liaison, AS-AB, AI-AB, SI-AB

Discussion Items

- Welcome by Carol
- Unit Updates
 - AACSS Advisory Board - Jayne Drake – *reported at 8/4/21 meeting*
 - Publications Advisory Board – Holly Martin – *reported at 8/4/21 meeting*

- Finance Committee – Nicole Kent reported that she appreciated finding everything in good order as she takes over from Chris Hutt (who has moved into a new position in the EO). She feels the association is in a good financial state.
- Global Awards Committee – Brandan Lowden reported rubric created for the only “outstanding” award did not have one. They are also looking at revamping the Tech Innovation award, which hasn’t been awarded for the past couple years. Since their proposal to rename Leading Light Award was not approved by the division, they have had a discussion about exploring a new global perspective that could honor the work of ED Charlie Nutt. They are working on recording the virtual Awards Ceremony, which will be released simultaneously with the onsite ceremony.
- Global Initiatives Committee – Susan Corner reported that collaboration has been their focus this year, working with other entities such as MMRC and the Canadian AC. They have been trying to revamp the Visiting Advisor Program and the Friends Network in light of the travel challenges created by the pandemic. They are relaunching with more virtual and hybrid options.
- Inclusion & Engagement Committee – Locksley Knibbs reported on bringing his IEC lens into the REI workgroup. Two letters regarding the world climate went out to the membership. NACADA’s diversity statement is being reviewed/revamped by the Board of Directors, with input from the REI group. Mark Nelson added he appreciates the work that has done by the three IEC Chairs he has worked under, and he is excited about the new charge the committee has been given to focus on assessment to inform the work of the to-be-created IET-AB.
- Membership Recruitment & Retention Committee – Lindsey Byrd reported that the committee has narrowed its goal, due to the pandemic, to reviewing/revising their website presence. They worked with the GIC to get an international member on MRRC. They are continuing to work on the creation of a module for new members, but may revamp their approach to the group’s original goal.
- Professional Development Committee – Barbara Smith was not in attendance. Leigh Cunningham reported on Core Competencies Guide review in progress.
- Research Committee – Kiana Shiroma reported on the work of ten subcommittees, which includes the creation of a Canvas site to support the work of folks who have completed the eTutorial. They are rethinking the website presence and the cross-over with the Research Center. New research modules have been created, and an online café was hosted. A subcommittee is looking over the timing of the grant process. They have worked with the Annual Conference committee re keynote speaker selection, Common Reading, and the new Scholarly Papers track.
- Sustainable Leadership Committee - JP Villavicencio reported that they are still working toward their long-term goal of developing the training framework for pathways to leadership. Working to get new leader training up for the coming year.
- Administrators Institute Advisory Board – Tara Warden reported that the huge challenge for the year was the switch to virtual format on a short timeline. Some new topics were included for timeliness. They are also looking carefully at ensuring the diversity-inclusion aspects of the faculty. They are gearing up for the next institute.
- Annual Conference Advisory Board - Nicole Gaillard noted how much she has enjoyed serving in this position, and how much she appreciates working with Farrah. Despite the challenges of the year, they are happy to have gotten the core competencies included in the proposal process. Tracks/keywords updates will continue. They were pleased with the success of last year’s all-virtual conference and are excited to see how it goes with this year’s hybrid format. They have already had their annual meeting, so she is happy to pass the Chair to Alex. Farrah Turner reported that there are currently about 1200 in-person registrations and 600 virtual. They are focusing on safety for onsite attendees. She also gave a shout-out to the EO team who are making this possible by pitching in wherever needed. Alex Kunkle added that he has appreciated Nicole’s leadership and is excited to look forward to Portland.
- Assessment Institute Advisory Board – Beth Higgins reported that she has just stepped in as an intermediary for an intended chair who could not continue, and she greatly appreciated the groundwork laid by former chair Kathy Zarges that enabled her to serve in that interim period until Isaiah Vance will step in as the incoming Chair. Kathy Zarges reported on the efforts made to make the virtual institute as engaging as possible. They are working on a Pocket Guide that should be available for the next Institute.

- Emerging Leaders Program Advisory Board – Meagan Hagerty reported that their annual meeting took place yesterday and they have begun planning for the coming year. Pairing for the 2021-2023 Class will be determined later today; Orientation is scheduled virtually for 10/3. Orientation will return to onsite for the 2022-2024 Class. There will be a BYO-lunch meet-up in Cincinnati and planning is underway for a 15 Year program celebration in 2022.
 - International Conference Advisory Board - Steve Schaffling gave a shout-out to Chris Hutt for smoothly taking over the EO liaison role from Rhonda Baker. The challenges of the pandemic have been overwhelming for the international conference, including all the international travel restrictions. They were pleased with the success they did have in the virtual format.
 - NCAA Advisory Board – Kaydee Emperley had to leave the meeting before she was able to report. Elisa Shaffer reported that they hosted the summer course again this year in partnership with N4A (second year), and that worked very well, got good response from participants. Looking at adding on a second level for next year.
 - Summer Institute Advisory Board – Ann Hintz reported that they were very pleased with how well the virtual format went. They did use a shorter time period than the normal onsite version, so had to condense some of the material, and also did some adjustments to the curriculum for timeliness. They are reviewing the feedback to see what will be helpful going forward. They are also looking at revamping their faculty intern process.
 - Webinar Advisory Board – Michelle Duncan reported that having so many of the year's events in the virtual format has helped them see how presentation might translate to the webinar format. In the coming year they will have a lot of recordings from the NACADA YouTube channel to review to determine if the content is still relevant.
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- Carol thanked outgoing Chairs and encouraged them to look forward to their next leadership role.
 - Wiona thanked Carol for her leadership over the past two years.