

Administrative Division Unit Reports, Compiled – due August 15, 2022

Administrative Division – Wiona Porath & Cynthis Pascal, Reps

Projects for this Year:

- Create a robust communication plan for the division

Assessed Project / Outcome

- Create a robust communication plan for the division
 - OUTCOME: The Administrative Division Co-Chairs created an AD Annual Communications Calendar with email templates highlighting important milestones in the AD Lifecycle.
 - Future Actions: Work with the Executive Office to professionalize the layout and design of communications to better reflect NACADA's brand identity. Incorporate communications in upcoming training manuals.

Finance Committee – Nicole Kent, Chair

Projects for this Year:

- Quarterly meetings to review budget summaries and proposals
- Support efforts to grow the scholarship fund, assuming that pandemic-related constraints loosen to a point that fundraising is appropriate.
- Create a clear set of Finance Committee materials (e.g. membership roles, meeting timeline, duties, etc.) to pass along to the new Chair in fall '22

Assessed Project / Outcome

- Create a clear set of Finance Committee materials.
 - OUTCOME: With help from Alan Klug and Leigh Cunningham, we were able to solidify the roster of Finance Committee members. We clarified roles to be filled, the terms of continuing members, and the rotation schedule. In addition to submitting this report to the EO, Alan retained a copy, a copy was shared with incoming chair, Sally Garner, and updates were made to the Finance Committee website.
 - Future Actions: Alan and Sally should have a better framework to utilize when it is time to rotate members on/off for fall '23

Global Awards Committee – Jesse Poole, Chair

Projects for this Year:

- Continue to increase the number of two-year college nominations for all Outstanding Advisor Award categories and scholarship opportunities
- Explore the creation of a new global award crafted in the legacy of NACADA's former Executive Director, Charlie Nutt
- Explore the creation of a recognition for new advising professionals that contribute significantly to the field of academic advising

Assessed Project / Outcome

- Explore the creation of a new global award crafted in the legacy of NACADA's former Executive Director, Charlie Nutt

- **OUTCOME:** Since November, the overall direction of the GAC has changed significantly. While the listed goals above are important, it was shortly discovered after the Nov report that other needs within the GAC would require priority. The new Charlie Nutt award is currently on track to be announced at the 2022 Annual Conference. The other two goals have been put on hold. A complete overhaul of the process for creating a new award or scholarship, in addition to the process for amending an existing award became priority. The proposal for changing the process of creating a new award or amending an existing award is very close to being completed, and I suspect they will be done by the end of 2022.
- **Future Actions:** Sub-committee work on the restructure of how new awards or amended awards are approved continues. I anticipate these two goals to be completed by the end of 2022.

Global Initiatives Committee – Susan Corner, Chair

Projects for this Year:

- **Global Networking:** Through the Friends’ Network and Visiting Adviser Program, the GIC will provide opportunities for NACADA members to build personal connections within a global context.
- **Global Voice:** Through the Administrative Division the GIC will support existing collaborations (e.g. GIC representative on the Membership, Recruitment & Retention Committee, and on the International Conference Advisory Board) and seek new synergies with members Division to expand and strengthen NACADA’s Global Voice.
- **Global Voice:** The GIC will work towards creating a global networking space at Regional Conferences by initiating discussions with the Regional Division Representatives and exploring the possibility of piloting an initiative in 2022 with the Region 8 Conference Chair
- **Global Voice:** To optimize the globalization of the association, the GIC will continue to collaborate with NACADA Communities (e.g. Global Engagement, and Advising Administration) to create new and recurring global events, including professional development related to intercultural competencies, and new opportunities to engage with NACADA’s Allied Members.
- **Promoting Global Mindset in the NACADA Regions** (Regions 1-10)
- Engage in discussions with NACADA’s Regional Division to raise awareness of the GIC at the Regional level and promote opportunities for members to participate in global programs, including the Friends’ Network and Visiting Adviser Program and for members to build intercultural competencies.

Assessed Project / Outcome

- The Friends’ Network (FN) provides an opportunity for NACADA members to build informal connections and/or learn about the association and advising practices
 - **OUTCOME:** In 2019, the GIC received 15 applications for the NACADA Friends’ Network. This was a new opportunity to match advisors looking for an informal network. The GIC re-introduced the Friends’ Network (FN) in the Fall of 2002. As of July 2022, we have almost tripled participation, with 42 people having joined the FN in the past year. The GIC hosted a launch and orientation on December 1, 2021. NACADA Executive Director Melinda Anderson opened the event. A second orientation and social/networking event was held on June 15, 2022. The FN also created a new virtual event “A Personal Journey: The Road to Academic Advising” a conversation with the invited guest speaker. Melinda Anderson was the first speaker on February 22, 2022, and David Grey, NACADA member and CEO, UK Advising and Tutoring was the second speaker on April 28, 2022. The GIC is planning a social gathering in September 2022. The EO uses a database for FN applications. Problems with downloading Excel files has made administration for the GIC co-chairs more challenging. Only 1/3 of FN members are located outside the USA. Matching based on applications has also been challenging. A survey conducted in April-May 2022 indicated 80% of members who responded to the survey would recommend the FN to their friends. The GIC is also in the process of updating the Global Glossary of Terms. While this remains a dynamic document, the goal is to have an updated Global Glossary of Terms ready for the Annual Conference in October 2022.
 - **Future Actions:** Expand global FN membership to support global partnerships (66.7% of members are based in the USA). Review and update application and application process. Review programs/events from 2021-2022 and provide recommendations for incoming FN co-chairs.

Inclusion & Engagement Committee – Mark Nelson, Chair

Projects for this Year:

- Inclusion and Engagement Chair and Committee should familiarize ourselves with our new Committee Charge (develop and implement an assessment cycle)
- Define assessment through multiple lenses (critical, post-structural, constructionist, etc.) as a collective body. Determine who on the committee possesses strengths in assessment as well as those who have an interest in assessment, pair and team those individuals. Allow the group to designate a team leader who will facilitate and articulate the assessment lenses.
- Request a copy of the Region Review to “practice” and continue assessment as a Committee

Assessed Project / Outcome

- The IEC has dedicated a great deal of time to creating videos that encouraged proposal readers to be “thoughtful” with their remarks to writers. I would like to assess the remarks from proposal writers to see if comments/critiques were useful for future submissions or preparing for presenting at the event.
 - OUTCOME: Coming into the position, I noticed disparities between committee members’ expectations of the IEC’s charge. For this reason, I committed time to monthly readings. I selected articles that discussed organizational diversity initiatives and assessing performance at the organizational level. After the readings, the group embarked on reviewing the RRIC Report sent to us via the EO and the Administrative Division. Upon further discussion, I discovered a key disparity from the committee members. IEC committee members are becoming disenfranchised from the IEC because our charge does not exist. To date, the IEC would be tasked with helping a “IEAB” group that did not come into existence. To be clear and to provide appropriate credit, NACADA as an organization has instituted leadership training focused on Inclusion, Engagement, and Belonging. The downside to this action was the IEC did not have any voice in this training. I do want to bring this to the attention of the Board and the Administrative Division. However, our time was not wasted as I implemented activities for the group to exercise positionality and reflexivity. I asked each committee member to write up a reflective piece that discussed their professional and personal experiences that cultivated them as professionals. I think the activity was a success.
 - Future Actions: Moving forward, we will need to continue figuring out the IEC charge. NACADA is expanding (this is a positive). However, as it expands, the Board is becoming more thoughtful, direct, and intentional with its initiatives (this is also a positive). The Diversity Committee’s conception in the early 2000s answered a call from voices within the organization to diversify. Twenty years later, the same committee is becoming dormant. The next question to ask is how does the IEC get involved and remain active in the Administrative Division? Our Committee will continue its reading efforts. As a matter of fact, the IEC will extend a Book Reading for the 2022-2023 academic year. The IEC will also begin to look into redefining “academic advisor” within NACADA. Reasoning behind this charge is observing a lot of committee members sharing their professional positionality as one that does not conform to the current literature’s definition of advisor.

Membership Recruitment & Retention Committee – Lindsey Byrd, Chair

Projects for this Year:

- Collaborate with SLC on leadership modules
- Establish an International liaison to join the MRRC
- Create a NACADA jargon document
- Create a member landing page

Assessed Project / Outcome

- Create a member landing page
 - OUTCOME: Members of the MRRC have successfully collaborated with members of the SLC to create the NACADA Leadership Engagement Program (N-LEP).
 - Future Actions: The N-LEP Canvas course is operational with 5 of the 7 Modules currently active. The remaining modules to be delivered prior to start of Annual Conference.

Professional Development Committee – Barbara Smith, Chair

Projects for this Year:

- Continue Core Competencies Guide review to ensure ready for release at the 2022 Annual Conference.
- Do at least one cross-division collaboration with web events that could be offered for free.
- Work with NACADA Center for Research, Wendy Troxel, regarding survey related to advisor caseload.

Assessed Project / Outcome

- Debut a second edition Core Competencies Guide at the 2022 conference.
 - OUTCOME: The 2nd edition of the NACADA Academic Advising Core Competencies Guide is completed and has been sent to the printer. It will debut at the 2022 annual conference in Portland, OR.
 - Future Actions: There will be a webinar on September 21, 2022 titled “Incorporating the NACAD Academic Advising Core Competencies into Advising Practice” 2022-2024 PDC Committee will work on updating and adding to the Core Competencies resources section on the website.

Research Committee – Kiana Shiroma, Chair

Projects for this Year:

- Create a Canvas website for members who have completed research-related courses and events to continue support them by providing additional support, resources, and information
- Review and update Curriculum
- Submit Research Grant Rethink proposal for reconsideration of the award process and benefits and how to best support recipients
- Update our committee webpage so it is more user-friendly and provides more information and resources for membership
- Continue excellent and thoughtful administration of NACADA Research Grants
- Continue excellent and thoughtful administration of requests to conduct research via NACADA membership
- Continue providing thoughtful input and insight on speaker selection, as well as selection of a common reading for annual conference
- Continue to review Student Research and Excellence in Scholarly Inquiry Awards
- Continue to create Research Modules to provide short videos on research-related topics and information for members
- Continue collaboration with the Center on projects such as mentoring, the research newsletter, and research-related events

Assessed Project / Outcome

- Determine goals of the Research Committee and the Center, the events with which we can achieve these goals, and how to evaluate whether we are meeting these goals
 - OUTCOME: Created a subcommittee. Brainstormed ways to have more events and opportunities and further coordinate with the Research Center.
 - Future Actions: Awaiting confirmation from exec office to follow through with event and opportunity ideas.

Sustainable NACADA Leadership Committee – JP Villavicencio, Chair

Projects for this Year:

- Continued creation and implementation of the first phase of the N-LEP with the assistance of the Executive Office, Membership Recruitment and Retention Committee, and the Race, Equity, and Inclusion Work Group. Phase one focuses mainly around the incoming and general education elements of the N-LEP proposal but does include elements of the prospective leaders section.
- Formation of subcommittees
 - Incoming/parts of the general education.
 - Prospective leaders
 - Communication team

Assessed Project / Outcome

- The creation and implementation of the first phase of the N-LEP
 - OUTCOME: The incoming leader team has created the N-LEP for elected/appointed leaders in canvas. All current and incoming leaders have been invited to the course. As of August, four out of the seven identified modules have launched. A good chunk of leaders have logged into the canvas course and have completed modules. The communication team has drafted reminder messages that will be sent to leaders in the leadup to the annual conference.
 - Future Actions: While we have made great progress with the N-LEP for elected/appointed leaders, we have not created/updated a site for prospective leaders. This is a project that would be a good fit for a team from the SLC and MRRC. After the N-LEP modules have launched, the team will need to gather and review feedback from leaders and division reps. This will be critical for future revisions and updates to the modules. Further conversation will be needed about adding N-LEP canvas modules that are geared to specific areas such as each clusters, divisions, council, and board.

AACSS Advisory Board – Jayne Drake, Chair

Projects for this Year:

- Complete the consultants and speakers handbook; post it to the private/protected area of the AACSS website
- Continue to define and build the AACSS Professional Development Program, including the newly shaped speakers and consultants mentoring program
- Reshape the AACSS into a vibrant pro-active outward-facing business. That is, instead of waiting for institutions to contact us, we become much more pro-active in reaching out to institutions with our services. (A modified version of the EAA model.) We hope to enlist the help of Chris Hut in this effort.

Assessed Project / Outcome

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 - OUTCOME: The sub-committees have been working on their designated assignments as their daily schedules have allowed. The handbook sub-committee has been developing informational and training modules within Canvas for incoming and current speakers and consultants. The front cover design for the online Handbook has been selected.
 - Future Actions: Each of the sub-committees will continue to complete their assignments on the AACSS revamping project. We are anticipating completion in 2023.

Administrators Institute Advisory Board – Stephanie Kraft-Terry, Chair

Projects for this Year:

- Provide a high-quality professional development opportunity for NACADA current and future advising administrators
- Re-design the Administrators' Institute to deliver an in-person format with virtual elements, including topics that are urgently relevant to administrators in the ever-changing landscape of higher education as a result of the pandemic.
- Continue to diversify the AI Advisory Board to reflect a better representation of NACADA members
- Engage the AI Advisory Board in consideration of content topics and new topics for the current year.

Assessed Project / Outcome

- Advising administrators that attend the institute will (Track A) develop an implementable action plan to improve academic advising at their institution (Track B) expand their ability to serve as a campus-wide advising administrator through learning from facilitated conversations with other attendees.
 - OUTCOME: We updated the curriculum to include timely presentations that focused not on the SARS-CoV-2 pandemic, but instead on moving forward and supporting advisor retention and development and lessons learned. We did not end up creating pre-recorded sessions to upload into the app due to the excessive time it required of faculty and the fully in-person nature of the event. Instead, all handouts, which were previously provided in print form, were provided virtually through the app.

- Future Actions: Feedback via electronic surveys for the 2021 institute was limited, but positive Response rates are much lower for the electronic evaluations so we must continue to find a better way to encourage completion for the surveys to enhance our abilities to make data-informed decisions.

Annual Conference Advisory Board – Alex Kunkle, Chair

Projects for this Year:

- Assessment of Conference Tracks and Keywords
- Annual Conference Arts Exhibit
- New Attendee/New Member Orientation Merger

Assessed Project / Outcome

- The Annual Conference AB will consider a new Art event/opportunity to be included at the Annual Conference.
 - OUTCOME: The Annual Conference in 2022 will host an art exhibit featuring a number of artists.
 - Future Actions: The event will take place at the Annual Conference in October. Based on success (measured by attendance and quality of work), exhibitions could be considered for the Annual Conference in future years.

Assessment Institute Advisory Board – Isaiah Vance, Chair

Projects for this Year:

- Evaluate, plan, carry-out Assessment Institute February 2022.
- Continue to tweak the curriculum and schedule of the Assessment Institute to meet the diverse needs of the attendees and the needs of a virtual environment.
- Develop and foster connections with Assessment Institute attendees during and following the event.
- Educate the NACADA Community about the opportunities available connected to the Assessment Institute (Scholarships, Advisory Board, Intern program).

Assessed Project / Outcome

- Evaluate, plan, carry-out online Assessment Institute February 2022
 - OUTCOME: The structure of the institute – primarily the plenary delivery – was altered as a result of the 2021 virtual conference. The condensed session was well received (as indicated by attendee and faculty feedback through surveys) Roundtables were also introduced to the in-person event due to their effectiveness in the virtual format. The event was well-attended (this was a concern prior to hosting the institute)
 - Future Actions: The plenaries and concurrent sessions worked well. While the workgroups were effective, they could be improved. We need to ensure these are workgroups (rather than presentations) and generate common content to ensure that – regardless of the faculty – SLOs are common.

ELP Advisory Board – Meagan Hagerty, Chair

Projects for this Year:

Engagement Subcommittee (socials)

- All ELP Reunion (postponed) - goal is to move forward with planning for this event in Portland; need to work with EO to secure space and ensure funding is still in place (from 2020 ask)
- Discuss merits of Incoming/Mid-term social at Annual Conference and determine if we will move forward with reinstating that event in 2022 (it did not happen in 2021 and instead we had an all-ELP social on “pre-conference” day)
- All ELP socials (virtually) once per quarter in the next year with a format that allows ELPers to display their talents and passions by sharing something they are an expert on (first one will be digital note taking)

Conference Presentation subcommittee:

- Solicit, organize, and train presenters for ELP presentations at regional and international conferences.

- Create a video to allow more ELP participants to share their voices at in person conferences (video to be played prior to in person presentations, then followed with Q&A)
- Update the “on demand” presentation for virtual conferences

Orientation Subcommittee:

- Review orientation format: what aspects of virtual experience do we want to keep in place as we transition back to an in person orientation experience for the 2022-2024 class?
- Organize and Run Orientation
- Organize Annual conference ELP presentation proposal submission

Full Board

- Review Mentor and Leader applications to determine who will be in the next ELP class

Assessed Project / Outcome

- Increased participation by participants in the ELP in conference presentations; having the voice of participants represented in conference presentations (Video of participants talking about their experience in the program that can be shown as the virtual presentation or before an in person presentation)
 - OUTCOME: This project was completed for the 2021 Annual conference, and the materials we developed were also used for the regional conferences as well. Allowed us to have a better representation of past ELP members involved in the process, rather than just the 1-3 who attended each conference.
 - Future Actions: Would be great to keep an up to date video to be used for recruiting materials each year, with new faces and new ELPers talking about their accomplishments.

International Conference Advisory Board – Steve Schaffling, Chair

Projects for this Year:

- Planning for a potential international in-person, hybrid, on online conference includes, scheduling, tours and marketing for the event. Specifically, planning to potentially deliver a virtual version of the conference that will meet the programmatic goals and mission specific to the International Conference. This will likely require identification of an international site that can serve as the axis for the conference the way Greece did last year.
- Craft and implement both an International Conference mission statement. This will allow for the eventual assessment of the International Conference against these goals.
- Identification and selection for the 2023 site location for the international conference. The goal is to get a couple of years ahead so that we have time to work with the local committee, but also market the events.
- Move to monthly zoom calls to increase the activity of the advisory board members and increase the diversity of thought and level of their input in decisions made by the ICAB.

Assessed Project / Outcome

- Craft and implement both an International Conference mission statement as well as programmatic goals for the conference which map to that mission statement.
 - OUTCOME: The committee completed a final draft mission statement for the international conference. The committee met monthly for the most part through the year. The Committee retains three basic programmatic goals from last year’s work.
 - Future Actions: It would be for future action to have the NACADA executive office approve the mission statement completed by the international conference advisory board.

NCAA Advisory Board – Kaydee Emperley, Chair

Projects for this Year:

- Continue to grow and improve Academic Success and the Student-Athlete online course
- Continue to offer Munch and Learn sessions each semester with the potential to have them pre-recorded to offer greater viewing opportunity

- Update course facilitator guide with curriculum changes

Assessed Project / Outcome

- We would like to find alternative and advanced options for the online course that is typically offered over the summer. Since partnering with N4A, we have found that the summer is not necessarily the best time anymore. We are looking at new options to offer a shorter section, but also a more advanced section.
 - OUTCOME: Members of the Advisory Board met and decided to try to offer the online course at different times throughout the year. Ideas were collected for developing an advanced course as well. Due to time constraints, this was not able to be facilitated in 2022, but we now have a goal for 2023.
 - Future Actions: The course ended August 7th and we are working to collect feedback from the participants.

Publications Advisory Board – Holly Martin, Chair

Projects for this Year:

- As determined by a vote of the PAB, draft and release a call for a new book on academic advising and social justice.
- As determined by a vote of the PAB, review *The New Advisor Guidebook: Mastering the Art of Academic Advising* to determine if a revision of the book is appropriate at this time.

Assessed Project / Outcome

- A call for book proposals on academic advising and social justice will be sent to the NACADA membership this summer (2022)
 - OUTCOME: A committee was formed to draft a call for proposals for a book on academic advising and social justice. The call was released in May 2022 and the due date for proposals extended to Sept 2022. The PAB discussed and voted to review *The New Advisor Guidebook: Mastering the Art of Academic Advising* to determine if a revision of the book is appropriate at this time. A summary report of the review will be submitted by early September.
 - Future Actions: We plan to begin to review proposals for a book on academic advising and social justice shortly before the annual conference meeting. The summary report on the review of *The New Advisor Guidebook: Mastering the Art of Academic Advising*, and a recommendation for revision or not, will be sent to the Executive Board in September.

Summer Institute Advisory Board – Ann Hintz, Chair

Projects for this Year:

- To further clarify and enhance the Faculty Intern Process:
 - Review how attendees are informed and encouraged to apply to the internship program
 - Review and update (as necessary) the information and resources available to faculty interns from application through participation in the summer institute
 - Clarify the role and expectations for faculty interns to the summer institute
 - Develop a framework for faculty mentors to work with faculty interns
 - Ensure both interns and mentors have a strong understanding of their roles
- Review the required faculty roles and responsibilities to create more intentionality.
 - Develop parameters for faculty presentations
 - Develop a sample lesson plan for small group facilitation
- Develop a participant preparation checklist to ensure that participants are fully prepared for the institute
 - We will be paperless in 2022
 - Packing list to include recommended supplies

Assessed Project / Outcome

- Review current process for recruiting faculty interns. Review the documents, policies and procedures related to the faculty intern process for all parties. Develop a comprehensive plan and process for faculty interns and faculty mentors that includes a feedback loop for interns and faculty.

- OUTCOME: Discussed with SI faculty the importance of encouraging attendees to apply for the internship process. Identified several strong candidates who I will follow up with this fall to gauge interest in becoming a faculty intern or advisory board member. Pre-Institute, at the faculty meetings we had discussions on how to better support faculty interns and what steps should be taken to ensure the interns have a good experience. Worked with the advisory board and SI faculty to clarify the role of faculty mentors. Integrated faculty interns into the session assignment process and had increased check-ins with the chair pre-institute. Continue to encourage faculty to have interns fully participate in the development of session content, so they learn this process.
- Future Actions: Recommend that the application form for the internships be moved from PDF form to an online form, for easier submission. Develop a process where faculty interns are more involved in the creation of the material for concurrent sessions. Feedback from the faculty interns was that this is an essential part of the intern process and they would like to be more involved.

Webinar Advisory Board – Patricia MacMillan, Chair

Projects for this Year:

- Act as an advisory source for the Web Event Coordinator
- Encourage more webinar proposals/submissions
- Review recordings reaching 5-yr mark to determine if they should be posted to NACADA's YouTube channel or be retired
- Attend all webinars and provide evaluation feedback; Members are encouraged to serve as event facilitators on their campuses and gather feedback from colleagues
- Attend on-site conferences when possible and distribute "Great Presentation" cards to encourage presenters to submit webinar proposals
- Recruit new members to fill positions vacated by ending terms

Assessed Project / Outcome

- Review recordings reaching 5-yr mark to determine if they should be posted to NACADA's YouTube channel or be retired
 - OUTCOME: WAB members reviewed seven recordings and determined six would be moved from the store and posted to YouTube and one would be retired. The advisory board has also reviewed 16 current videos on YouTube that will be retiring from the site. 12 additional YouTube videos are currently under review to complete this year's work.
 - Future Actions: We will continue to do this process with new recordings as they reach their 5-year date and with YouTube recordings on yearly cycles.