

**Admin Division Annual Unit Report for the International Conference Advisory Board** (Name of Advisory Board or Committee)

**Submitted by:** Karen Sullivan-Vance (Name and email of Advisory Board or Committee Chair)

Last November 1, 2017, you completed columns 1-6 on behalf of your Advisory Board or Committee. Please complete **the final two columns on that original form** and return the completed form by **Aug. 27, 2018** to Administrative Division Reps Cecilia Olivares ([olivaresc@missouri.edu](mailto:olivaresc@missouri.edu)) and Steve Viveiros ([viveiros\\_steven@wheatoncollege.edu](mailto:viveiros_steven@wheatoncollege.edu)) with a copy to Admin Division Liaison Jennifer Joslin ([jejoslin@ksu.edu](mailto:jejoslin@ksu.edu)). Please copy your Executive Office Liaison as well. Thank you for returning the completed form promptly by the deadline! The Aug. 27 deadline allows time for the Division Reps to prepare for Annual Conference reports and to submit information and action items to the Council prior to the Annual Conference.

<b>NACADA Strategic Goal(s)</b> (List strategic goal(s) to which the outcome is related)	<b>Specific desired outcome</b> (What you want to occur as a result of your efforts; what you want someone to know, do, or value)	<b>Actions, activities, or opportunities for outcome to occur</b> (What processes need to be in place to achieve desired outcome)	<b>Outcome measurements &amp; related data instrument(s)</b> (How you will specifically measure for the outcome and any instruments you will specifically use e.g. survey, focus group)	<b>Other groups or individuals (if any) to connect with in achieving this outcome</b> (List any plans or opportunities for collaboration with other Committees, Advisory Boards or units regarding this outcome)	<b>Challenges (if any) anticipated in achieving this outcome</b> (How you plan to address difficulties that may arise as you work to achieve the outcome)	<b>Progress toward achieving outcome</b>  (completed in <b>Aug. 2018 report</b> )	<b>Future action(s), based on data-informed decisions</b>  (completed in <b>Aug. 2018 report</b> )
<b>Strategic Goal 2</b>	Provide additional professional development opportunities for advisors and administrators	International Conference scheduled each year	The survey of the international conference		Site locations as we try and build knowledge of NACADA around the globe-this may result in us having some future conferences at hotels rather than in partnership with universities	Currently reviewing potential sites for 2018, rfp's have been sent and in negotiation	Site to be visited in September/October

	Develop a plan for getting the international conferences booked three years out to allow for better planning for the Advisory Board, EO and the members	Started a dialogue looking at future sites. Will send out rfp's and begin process of determining future conference locations	Contracts signed and dates set		While NACADA is well known in North America we still have a lot of work to do globally, so it is not always easy to find institutions ready to partner with us. This is time consuming, but we are actively working with our international members to increase visibility to them and their supervisors.	<b>Already working on site locations for 2020, and 2021</b>	<b>RFP's sent out as soon as 2019 is set.</b>
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