



Admin Division Post-Conference Unit Report for the Professional Development Committee **(Name of Advisory Board or Committee)**
Submitted by: Deb Dotterer **(Name and email of Advisory Board or Committee Chair)**

Please complete the forms below, drawing from the report you submitted to begin this year in November 2019. Bring forward the information from your previous report, and then complete the two final columns on page 2. **August 1, 2020** is the due date for this year-end report. Send to Reps: Teri Farr (tifarr@illinois.edu), Carol Pollard (Carol.Pollard@unt.edu) and EO liaison, Leigh Cunningham (Leigh@ksu.edu). Thank you!

Projects for this Year:	Strategic Goal that applies
Gap Analysis that will complete a review of feedback/survey responses to a variety of NACADA activities to determine if the content met the participant's professional development needs. The Subcommittee will submit report to Board by Mid-Year meetings.	Strategic Goal #2: Provide professional development opportunities that are responsive to the needs of advisors and advising administrators
Consider the Gap Analysis Outcomes as well as outcomes from the Regional Review Survey in developing recommendations for future professional development initiatives to submit to Board in October 2020.	
Formalize an ongoing Gap Analysis Plan that will regularly inform the PDC on the needs of the membership.	
Career Success Subcommittee will explore the job search/career fit interests of the membership and its relation to career development activities. The outcomes will inform the potential for the re-establishment of a Member Career Services Committee in the Administrative Division.	

Bring forward the information from your November 2019 year-beginning report, and then complete the two final columns.

1	2	3	4	5	6	7	8
NACADA Strategic Goal(s) (List strategic goal(s) to which the outcome is related)	Specific desired outcome (What you want to occur as a result of your efforts; what you want someone to know, do, or value)	Actions, activities, or opportunities for outcome to occur (What processes need to be in place to achieve desired outcome)	Outcome measurements & related data instrument(s) (How you will specifically measure for the outcome and any instruments you will specifically use e.g. survey, focus group)	Other groups or individuals (if any) to connect with in achieving this outcome (List any plans or opportunities for collaboration with other Committees, Advisory Boards or units regarding this outcome)	Challenges (if any) anticipated in achieving this outcome (How you plan to address difficulties that may arise as you work to achieve the outcome)	Progress toward achieving outcome	Future action(s) based on data (Data-informed decisions)
Strategic Goal #2: Provide professional development opportunities that are responsive to the needs of advisors and advising administrators	Complete activities to assess the job search/career fit interests of the membership as well as interest in career development activities. The outcomes will inform the potential re-establishment of the Member Career Services Committee.	The assessment will include: Outreach to Region Chairs to identify career activities taking place at the regional level. Feedback from Regional Review Survey Develop a presentation focused on career development skills for advisors during the 2020 Annual meeting.	Determine initiatives offered by Regions and level of engagement of the membership by identifying activities, obtaining number of those participating and overall feedback on offerings. Connect with Regional Review Work Group to determine if Career Success was identified as a need by members in survey. If program proposal is accepted for annual conference determine interest	Regional Division leadership (Karen Lewis and Kelly Medley Region Chairs Regional Review Working Group Annual Conference Proposal Review Team Participants during Annual Conference program if accepted for 2020 conference session.	Subcommittee will need to communicate with the Regional Division through the determined channels. The outcome of the assessment may not support the establishment of the Member Career Services Committee.	The review is close to completion and has reached out to Regional Division to review program proposals for past conferences. Developed a Program Proposal for Annual Conference to host panel discussion on Career Strategies. Initial Review of Regional Survey did not indicate a high interest in Career	Once Completed this information will be shared with the Advisor Well Being & Retention Community to determine an implementation of activities as needed. The proposal was not accepted. A thorough review of the final report will be completed this year and any pertinent

			in career success activities by number of participants and direct response from the participants.			Search/Skills development	information will be shared with the subcommittee
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