



**Admin Division Year-End (August 2021) Unit Report for the Publication Advisory Board**  
**Submitted by: Susan Fread / Holly Martin Aug 2021**

Please complete the forms below. The first form (the “Projects/Tasks” table) asks each Chair to list all the projects and/or tasks their group is hoping to undertake this year. The second form on page two asks Chairs to identify ONE of these projects/tasks that will be tracked, measured, and assessed. This assessed project/task should be one considered of high importance which fulfills goals of the group in accordance with the NACADA Strategic Plan. **December 15<sup>th</sup>** is the due date for this Year-Beginning report. Send the final version to Division Reps **Carol Pollard** ([Carol.Pollard@unt.edu](mailto:Carol.Pollard@unt.edu)) and **Wiona Porath** ([wporath1@jhu.edu](mailto:wporath1@jhu.edu)), EO Liaison, **Leigh Cunningham** ([Leigh@ksu.edu](mailto:Leigh@ksu.edu)), and your unit’s EO Liaison. Thank you!

Projects/Tasks for this Year:	Strategic Goal that applies
Determine vote of PAB members and draft recommendation if appropriate for book proposed by Dr. Craig M. McGill on international perspectives of the professionalization of academic advising.	Strategic Goal #1
Determine vote of PAB members and draft recommendation if appropriate for book proposed by Matt Markin and Leah Panganiban.	Strategic Goal #2
Develop guidelines for new book and publication proposals which includes language regarding the importance of inclusive and equitable language across NACADA publications.	Strategic Goal #3

Please choose **one** of the above projects or tasks to highlight for the Division that will be measured and assessed this year. As noted on the previous page, this assessed project/task should be one considered of high importance which fulfills goals of the group in accordance with the NACADA Strategic Plan. For this Year-Beginning report, please complete columns 1-6 (one through six) below. The final report on goals achieved for the year, which will be due in **August 2021** (date TBD), will include the completion of columns 7 and 8. If you have questions, contact the Reps or Liaison.

1	2	3	4	5	6	7	8
<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 (to be completed for the August 2021 report)</b>	<b>Future action(s) based on data (Data-informed decisions) (to be completed for the August 2021 report)</b>
Strategic Goal #4	Know that inclusive and equitable language is expected in all publications	Develop guidelines for new publication proposals which will include language supporting and promoting inclusive and equitable language across NACADA publications;  Disseminate both guidelines document and support for equitable language throughout NACADA publications and groups	Guidelines and language will be disseminated widely to leadership and groups within NACADA.	Have guidelines and inclusive language support statement vetted by REI working group.  Look at what groups such as the Journal and Review have done to draft consistent language	None anticipated	The PAB discussed and voted on both McGill's proposal on international perspectives on advising and on Markin's & Panganiban's proposal for a publication focused on advising stories to encourage advisors in the field. Discussion notes and the result of the votes were forwarded to the executive office for consideration.  Using the resources suggested, the	The McGill book has been approved and should be ready to be released in 2024. The Markin and Panganiban proposal has been approved for a pocket guide publication.  The statement on inclusive language for all NACADA publications is under review in the executive branch. Once it is approved it will appear on the PAB and the Writing for NACADA web

						PAB wrote and approved by vote a statement on inclusive language for all NACADA publications. The statement was forwarded to the executive office.	pages and will be used as a guide for future writers.
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