

The NACADA Research Committee promotes conditions that advance the body of knowledge within the field of academic advising. In order to accomplish this, the Research Committee:

1. Communicates the value of scholarly inquiry, promotes its use in enhancing advising practice, and supports efforts to conduct new research;
2. Encourages scholarly inquiry that addresses contemporary and emerging issues in academic advising and higher education from a wide variety of perspectives and methodologies;
3. Promotes conditions that empower advisors as contributors of knowledge.

The committee:

- monitors the status of research being conducted and published in the field.
- communicates the value of research and promotes it within the Association to those actively pursuing or beginning active pursuit of research related to academic advising.
- provides technical support and guidance to those conducting research or desiring to conduct research related to academic advising.
- solicits and reviews applications for NACADA Research Grants and makes recommendations on awarding those grants (Policy Number AD-10).

This mission supports all of NACADA’s strategic goals, but contributes most directly to meeting Strategic Goal #1: Expand and communicate the scholarship of academic advising.

Committee members serve a two-year term and meet yearly at the NACADA annual conference.

Responsibilities of All Members

1. Annual committee meeting
 - a. **Who/What/When** – All committee members are expected to attend the yearly meeting at Annual Conference (which generally takes place in early October) and contribute to the discussion as needed. The exact day and time of the meeting varies and is determined by the Annual Conference coordinator, but meetings are frequently held on “pre-conference workshop” day.
2. Online meetings
 - a. **Who/What/When** – All members are expected to attend any online meetings (via Adobe Connect) called by the Chair and give input to the conversation as needed.
3. Subcommittee(s)
 - a. **Who/What** – Subcommittee contributions all support the Research Committee’s mission. As the needs of the association change, so do subcommittees and their efforts, but all committee members are expected to serve on at least one of these groups. Subcommittees currently operate in three broad groups to support NACADA strategic goals and the committee mission. Through subcommittee efforts, the committee coordinates programs and events that:
 - i. engage members in recognizing the role of research in practice,
 - ii. offer members support in becoming contributing scholars, and
 - iii. provide direct support for research projects.

Responsibilities of the Chair (in addition to those listed under “All Member” responsibilities)

1. Annual meeting preparation and facilitation

- a. **Who/What/When** – Over the summer, the Chair works with the Past Chair, Incoming Chair (when appropriate), and the EO Liaison to develop the Agenda for each year’s Annual Conference meeting, and then facilitates the meeting during conference.
2. Administrative Division meetings
 - a. **Who/What/When** – The Chair is expected to attend (in person) the yearly Administrative Division Meeting (which generally takes place during the afternoon on the day prior to the Annual Conference “pre-con” day), as well as online meetings as called by the Division Representatives throughout the year (via Adobe Connect). The Chair will communicate information gleaned from these meeting to committee members as appropriate.
3. Committee Member identification/recruitment
 - a. **Who/What** – The Chair works with the EO Liaison (and the Incoming Chair when appropriate) to identify and recruit potential new committee members.
 - b. **When** – Identification of potential new members should be ongoing and possibilities shared with the EO Liaison. Recruitment may begin during the Annual Conference meeting or any time thereafter. Recruitment for the term that will begin in October should be complete by April 1st and posted to the web by April 15th to give the Conference Coordinator adequate time to schedule appropriately.
4. Subcommittees
 - a. **What/When** – The chair serves on all subcommittees, but appoints subchairs for these groups as appropriate. Specific Chair responsibilities include:
 - i. Awards Committee/ Student Research Award – The Research Chair holds a seat on the Awards Committee and is expected to attend that meeting at Annual Conference. Each Spring, in consultation with the Past Chair and/or Incoming Chair, as appropriate, the Chair makes the final decision on Student Research Award recipient.
 - ii. Research Grants – Each December and April, in consultation with the Past Chair and/or Incoming Chair, as appropriate, the Chair makes the final decisions on who is awarded and provides written notification of decisions to all applicants.
 - iii. NACADA-sponsored surveys – Each April and October, in consultation with the Past Chair and/or Incoming Chair, as appropriate, the Chair makes the final decisions on who is awarded and provides written notification of decisions to all applicants.
5. Committee Chair recruitment
 - a. **Who/What** – The Chair works with committee members and the Executive Office Liaison to identify (from qualified members) and recruit candidates to run for election.
 - b. **When** – Nomination is made in early fall for February elections. Recruiting may take place prior to or during the Annual Conference meeting.
6. Reports
 - a. **Who/What** – The Chair provides written reports of committee activity to the Administrative Division.
 - b. **When** – Reports are submitted at least twice annually, as called for (generally post-Annual Conference and summer update).
7. Other
 - a. The Chair facilitates committee discussion on issues via listserv, email, conference calls, and/or Adobe Connect meetings, as needed.
 - b. The Chair works with the Executive Office staff on any additional issues that need attention or discussion.

1. Transition
 - a. **Who/What/When** – The Past Chair assists the new Chair with any transition issues and provides historical context information, as needed.
2. Awards/Grants selection
 - a. **Who/What/When** – As requested, the Past Chair assists the current Chair with selection of Student Research Awards, Research Grant Awards, and NACADA-Sponsored Surveys.

Responsibilities of Incoming Chair (in addition to those list under “All Member” responsibilities)

1. Administrative Division meetings
 - a. **Who/What/When** – The Incoming Chair is expected to attend any online meetings (via Adobe Connect) called by the Division Representatives from the time of election, and to attend (in person) the Administrative Division Meeting at Annual Conference that is held a few days prior to assuming the Chair position (this generally takes place during the afternoon on the day prior to “pre-con” day), as well as any other training session requested by the Admin Division Rep.
2. Annual meeting
 - a. **Who/What/When** – Over the summer, the Incoming Chair works with the Chair and the EO Liaison to develop the Agenda for the Annual Conference meeting, and then is expected to attend that meeting, at the end of which the “gavel” is passed from Chair to Incoming Chair. (The Incoming Chair may be asked to assist in facilitating that meeting.)
3. Committee member identification/recruitment
 - a. **Who/What** – If the election is completed in time, the Incoming Chair works with the Chair and Executive Office to identify and recruit potential new committee members for the coming term.

Responsibilities of Conference Speaker Subcommittee

1. The subcommittee supports the engagement of members in recognizing the role of research in practice.
 - a. **What** – Recommend potential keynote speakers for the annual conference. The speaker should be selected to illustrate the connections between research and practice in concert with NACADA strategic goals. The speaker should be someone who will draw people to the annual conference and has a track record of good public speaking. Speakers are paid a modest stipend, and the subcommittee needs to work closely with the EO before any funds are committed. This initiative has been in place since 2010 and past speakers (i.e. Vasti Torres, James Applegate, Marcia Baxter Magolda) have been well received.
 - b. **When** – A short list of candidates needs to be identified by Nov. 1.
 - c. **With** – Work closely with Annual Conference Coordinator (Rhonda Baker) at all steps. The Conference Committee’s selection of speaker should also be considered as this decision is finalized, and the conference theme should be a consideration. Once a speaker is identified, the Common Reading subchair needs to know.

Responsibilities of Common Reading Subcommittee

1. The subcommittee supports the engagement of members in recognizing the role of research in practice

- a. **What** – Select, promote, and facilitate discussion around a common reading. The article should be selected to illustrate the connections between research and practice in concert with NACADA strategic goals and to complement the keynote speaker’s area of expertise. Gain copyright clearance for posting the article to the NACADA conference site (NACADA publications are automatically approved for this purpose). Invite the keynote speaker to attend the common reading discussion, along with other NACADA leaders and target interest groups/commissions.
- b. **When** – Article must have copyright clearance by June 1. Text for NACADA conference publications and promotion materials need to be developed during early summer.
- c. **Who** – Work closely with the Research Committee Liaison (Leigh Cunningham) in identifying final selections and making sure copyright clearances are in order (however, it is the subchair’s responsibility to obtain the clearance). Rhonda Baker schedules the session and selects the location.

Responsibilities of Research Agenda / Listserv / Connecting members Subcommittee

1. The subcommittee supports the goal of offering members support in becoming contributing scholars by establishing research priorities and connections.
 - a. **What** – (1) Develop and maintain an agenda that guides research in the field to critical areas and issues. Periodically solicit member feedback to update the agenda, and monitor conditions in the field, higher education, and society that impact knowledge needs. (2) Develop and monitor strategies for facilitating connections among individuals interested in research. In particular, develop strategies that can help individuals find research mentors and partners. The research listserv allows researchers to connect with many.
 - b. **When** – (1) Review and update the agenda prior to the release of the research grant call for proposals, near mid-August. (2) Listserv: Ongoing: Monitor listserv, respond to posters, and during quiet periods, prompt conversation.
 - c. **With** – (1) Work closely with *NACADA Journal* editors as the agenda is developed. Periodically use the *NACADA Journal’s* letter to the editor to publicize the agenda. Coordinate with the advisory board chairs of the NACADA Institutes so they understand the research agenda and how it can be incorporated into the research component of their venue. (2) Listserv subscribers and Marsha Miller/Leigh Cunningham. If new strategies are considered, work closely with Leigh and if it’s a technology-based strategy, with other members of the EO.

Responsibilities of Research Workshops Subcommittee

1. The subcommittee supports the goal of offering members support in becoming contributing scholars by providing support to individuals who are developing projects.
 - a. **What** – Submit preconference proposal for a workshop on research basics for annual and/or regional conferences. If accepted, develop and present a workshop that aids individuals in beginning their own research projects. The presentation should address member needs and fit within the suite of NACADA programs that address research.
 - b. **When** – Proposal deadline for annual conference is typically in early February, with conference dates in early October. Proposal deadlines for regional conferences is typically in November–January, with conference dates March–May.

- c. **With** – Co-presenters and subcommittee members. No special consideration is given for this proposal over any other member-submitted proposal, so selection is the decision of the conference committee.

Responsibilities of Research Symposium Subcommittee

1. The subcommittee supports the goal of offering members support in becoming contributing scholars by providing support to individuals who are developing projects.
 - a. **What** – Develop, organize, and present a research symposium that allows researchers to delve deeply into planning a research project. Evaluate the effectiveness of the program in both the short- and long-term.
 - b. **When** – Coordinate curriculum and faculty immediately after site identification, publicize repeatedly. In the past model, symposia have been attached to regional conferences, so have taken place in mid-spring. **This group piloted an international symposium in Maastricht in summer 2014 and is piloting a research symposium at the annual conference in 2014.**
 - c. **With** – For Symposiums at Region Conferences, Diane Matteson (Event Coordinator for the Regions) is primary contact at EO, and should be included on all decisions. EO selects site, subcommittee arranges all logistics, curriculum, and faculty. The subchair should be a member of the host region.

Responsibilities of Student Research Award Subcommittee

1. The subcommittee supports the goal of offering members support in becoming contributing scholars by recognizing contributions to scholarship.
 - a. **What** – Evaluate submissions of theses and dissertations for awards as outstanding contributions to scholarship. Select awardee(s).
 - b. **When** – Late spring. Historically, the number of submissions has been minimal, but this award needs promotion to increase the pool of potential awardees.
 - c. **With** – Becky Zirger in the EO coordinates all awards. Subcommittee members read the supporting documents and submission and independently make recommendations to the chair using the online evaluation system. The chair uses those recommendations to make decisions about awards.

Responsibilities of Research Grant Subcommittee

1. The subcommittee supports the goal of offering members support in becoming contributing scholars by providing direct support for research projects.
 - a. **What** – Solicit and evaluate applications for funds to support research that will contribute to the knowledge base for academic advising. Provide written feedback on each proposal and recommend grants for funding. Recommendations need to balance the potential impact on the field's knowledge base with the available budget.
 - b. **When** – Grant proposals are read twice a year, once in November and once in March. Depending on the number of proposals received and their relative strength, readers should expect to devote multiple hours to reading proposals and providing substantial narrative feedback to the chair.
 - c. **With** – Committee members work independently to make recommendations to the chair using the online evaluation system. The chair uses those recommendations to make

decisions about grant awards. The EO Liaison (Leigh Cunningham) is closely involved at all points and is consulted in decision-making. Research Committee chair provides written notification of decisions to all applicants. EO Liaison administers the funding.

Responsibilities of NACADA-Sponsored Survey Subcommittee

2. The subcommittee supports the goal of offering members support in becoming contributing scholars by providing direct support for research projects.
 - a. **What** – Review all proposals and provide written feedback on each proposal and recommend grants for NACADA sponsorship. Recommendations need to balance the potential impact on the field’s knowledge base with the limitation of four sponsored surveys per year.
 - b. **When** – Survey proposals are read twice a year, once in October/November, and once in March/April. Depending on the number of proposals received and their relative strength, readers should expect to devote multiple hours to reading proposals and providing substantial narrative feedback to the chair.
 - c. **With** – Committee members work independently to make recommendations to the chair. The chair uses those recommendations to make decisions about sponsorship. The EO Liaison (Leigh Cunningham) is closely involved at all points and is consulted in decision-making. Research Committee chair provides written notification of decisions to all applicants.