

**Division Unit Report for the Summer Institute Advisory Board** (Name of Advisory Board or Committee)

Submitted by Kathy Stockwell (Name and email of Advisory Board or Committee Chair)

Please complete **Columns 1 through 6** and return by **November 1, 2016**, to Administrative Division Reps Cecilia Olivares, [cecilia.p.olivares@gmail.com](mailto:cecilia.p.olivares@gmail.com) , and Brett McFarlane, [bmcfarlane@ucdavis.edu](mailto:bmcfarlane@ucdavis.edu) , with a copy to Administrative Division Liaisons Maxine Coffey, [mcoffey@ksu.edu](mailto:mcoffey@ksu.edu) , and Jennifer Joslin, [jejoslin@ksu.edu](mailto:jejoslin@ksu.edu) . Please copy your unit’s Executive Office Liaison as well.

This report will reflect items from your unit’s 2016-2017 plan of work. Columns 7 and 8 are included only for reference at this time, as they will not be completed until the progress report due August 15, 2017.

<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> <b>(Only completed in August 2017 report)</b>	<b>Future action(s) based on data</b> (Data-informed decisions) <b>(Only completed in August 2017 report)</b>
Provide professional development opportunities that are responsive to the needs of advisors and advising administrators	Complete phase 3 of the curriculum update to be responsive to our participants’ needs. Consider changes to the structure of the institutes to create a better flow and allow for additional discussion time.	1) Review faculty, and participant comments from the 2016 SIs, as well as feedback from the Advisory Board, to determine what further updates are required to institute structure and curriculum to assure current advising theories and practices are adequately addressed and individual/team needs are met	Feedback from participants as well as faculty will be our gauge for success. Topical session evaluations, daily feedback shared during small working groups, verbal comments solicited by faculty, the end-of-institute survey, and input from faculty will provide the feedback to guide us in this effort. Advisory Board input will also be sought and considered as changes are made.	Input from Wendy Troxel in the Research Center will be crucial to our success.  We will be collaborating with the chairs of the Assessment and Administrators’ Institutes to assure that duplication in curriculum is kept to a minimum and that we are all providing the best possible learning opportunities for our participants.	N/A	Both the institute schedule and curriculum were updated based on feedback from 2016 faculty and participants along with Advisory Board input. A review of offerings at both winter institutes indicated there is little to no duplication. SI participants who are interested in either admin or assessment are	Overall evaluations from this summer’s first SI indicated general satisfaction with the event; there were very few suggestions for change. Evaluations from the GB event are not yet available. All data will

						encouraged to attend the winter events. As director of the new Research Center, Wendy has written and presented the research topical.	be reviewed by the Advisory Board at its August meeting to determine what action, if any, is needed at this time.
Create an inclusive environment within the Association that promotes diversity	<p>Expand our potential faculty and intern base for SI to ensure diversity and appropriate expertise at every level.</p> <p>Make changes to the structure and curriculum to encourage participation from individuals and teams from all types of institutions as well as individuals in all advising-related roles within the institutions. Create a better climate of inclusivity and diversity.</p>	<p>Use the newly created web-based pool of diverse, qualified individuals interested in serving as a faculty member or as an intern at one of the institutes or seminars.</p> <p>Phase 3 changes to the curriculum and structure of the institute are being made to ensure an inclusive environment.</p>	<p>Balance at each of the two institutes in terms of diversity and expertise.</p> <p>Feedback from participants and faculty will be our guide in determining if we have created a more inclusive environment.</p>	Management teams for the Administrators' and Assessment Institutes and the EO liaison	N/A	<p>Working in collaboration with the EO liaison and the other institute and seminar chairs, the faculty interest process was put solely on-line. Each event has a link to the "Serving as an Institute Faculty Member" web page. Because there are some differences in the events, individual interest forms still exist but much consistency has been achieved. We were able to attain a better balance of diversity and expertise for both SIs this year,</p>	<p>Written feedback from the 2017 participants as well as input from the Advisory Board will be used to gauge whether or not we met our goal of increased diversity and quality. A goal is to have an increase in interest with the "Serving as an Institute Faculty Member" web page now open. The SI management team will review the report of "hits" on that page as tracked by</p>

						however, based mainly on availability of potential faculty. Verbal feedback received at both institutes indicates that participants were satisfied with the diversity and quality of the faculty.	the tech team in the EO, and they will also track the number of applications submitted via that avenue.
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