



Admin Division Goals Unit Report for the Summer Institutes Advisory Board

Submitted by: Ann Hintz, ann.hintz@snc.edu

Please complete the tables below. The first table (“Projects/Tasks for this Year”) asks each Chair to list all the projects and/or tasks (goals) their group is hoping to undertake this year. The second table 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 related to fulfilling goals of the group in accordance with the NACADA Strategic Plan. **November 15** is the due date for the beginning of the year report. Please send your report to Division Reps **Wiona Porath** (wporath1@jhu.edu) and **Cynthia Pascal** (cpascal@nvcc.edu), EO Division Liaison **Leigh Cunningham** (Leigh@ksu.edu), and your unit’s EO Liaison. Save a copy to update with your project(s) progress and goal assessment later in the year. Thank you!

Projects/Tasks for this Year:	Strategic Goal that applies
<p>Goal #1: To further clarify and enhance the Faculty Intern Process:</p> <ul style="list-style-type: none"> • Review how attendees are informed and encouraged to apply to the internship program • Review and update (as necessary) the information and resources available to faculty interns from application through participation in the summer institute • Clarify the role and expectations for faculty interns to the summer institute • Develop a framework for faculty mentors to work with faculty interns • Ensure both interns and mentors have a strong understanding of their roles 	<p>Optimize the globalization of the association, including the community of members, network of partnerships, engagement with scholarship, and relevance of professional development opportunities</p> <p>-----</p> <p>Provide practices that allow members to identify and cultivate their long-term professional development and engagement with the association.</p> <p>-----</p> <p>Identify and remove barriers to accessibility of all opportunities for engagement and professional growth in the association to foster equity and inclusion for all members</p>
<p>Goal # 2: Review the required faculty roles and responsibilities to create more intentionality.</p> <ul style="list-style-type: none"> • Develop parameters for faculty presentations • Develop a sample lesson plan for small group facilitation 	<p>Provide practices that allow members to identify and cultivate their long-term professional development and</p>

	<p>engagement with the association.</p> <p>-----</p> <p>Develop innovative and expanded opportunities for professional development that are relevant across global contexts of academic advising.</p>
<p>Goal # 3: Develop a participant preparation checklist to ensure that participants are fully prepared for the institute</p> <ul style="list-style-type: none"> • We will be paperless in 2022 • Packing list to include recommended supplies 	<p>Develop innovative and expanded opportunities for professional development that are relevant across global contexts of academic advising.</p>

Please choose **ONE** of the **above projects/tasks** to highlight for the Division that will be measured and assessed this year. As noted on the previous page, this assessed project/task (goal) should be one considered of high importance related to fulfilling goals of the group in accordance with the NACADA Strategic Plan. For the beginning of the year report, please complete columns 1-6 (one through six) below and submit no later than **November 15**. The final report on goals achieved for the year, which most years is due on **August 15** (you will be notified in advance if that changes for the coming year), will include the completion of columns 7 and 8. If you have questions, contact the Reps or Liaison.

Goal #1: To further clarify and enhance the Faculty Intern Process:

- Review how attendees are informed and encouraged to apply to the internship program
- Review and update (as necessary) the information and resources available to faculty interns from application through participation in the summer institute
- Clarify the role and expectations for faculty interns to the summer institute
- Develop a framework for faculty mentors to work with faculty interns
- Ensure both interns and mentors have a strong understanding of their roles

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 (to be completed for the August 2022 report)	Future action(s) based on data (Data-informed decisions) (to be completed for the August report)
Optimize the globalization of the association, including the community of members, network of partnerships, engagement with scholarship, and relevance of professional development opportunities -----	1. Clear application and review process for interns. 2. Develop a plan for recruiting prospective faculty interns to create a funnel. 3. Clear information for faculty interns regarding expectations. 4. Clear information for	Review current process for recruiting faculty interns. Review the documents, policies and procedures related to the faculty intern process for all parties. Develop a comprehensive plan and process for faculty interns and faculty mentors that includes a	Outcomes will be measured based on if new documents, policies, or procedures are created. Past faculty and interns of the summer institute may be surveyed to gain insight on how to improve the process. Moving forward, there will be a formal feedback loop for both interns and mentors to gain feedback on how the	Will use the help of the advisory board to review the proposed process and changes.	Member apathy Members being unaware of the program Failed interns Poor mentor/intern pairings	Discussed with SI faculty the importance of encouraging attendees to apply for the internship process. Identified several strong candidates who I will follow up with this fall to gauge interest in becoming a faculty intern or advisory board member. Pre-Institute, at the faculty meetings we	Recommend that the application form for the internships be moved from PDF form to an online form, for easier submission. Develop a process where faculty interns are more involved in the creation of the material for concurrent sessions. Feedback from the faculty interns was that this is an

<p>Provide practices that allow members to identify and cultivate their long-term professional development and engagement with the association. ----- Identify and remove barriers to accessibility of all opportunities for engagement and professional growth in the association to foster equity and inclusion for all members</p>	<p>faculty members on responsibilities for working with interns.</p>	<p>feedback loop for interns and faculty.</p>	<p>process can be improved.</p>			<p>had discussions on how to better support faculty interns and what steps should be taken to ensure the interns have a good experience.</p> <p>Worked with the advisory board and SI faculty to clarify the role of faculty mentors. Integrated faculty interns into the session assignment process and had increased check-ins with the chair pre-institute. Continue to encourage faculty to have interns fully participate in the development of session content, so they learn this process.</p>	<p>essential part of the intern process and they would like to be more involved.</p>
---	--	---	---------------------------------	--	--	---	--