



National Academic Advising Association

**Summer Institute
Advisory Board
Outcomes**

Prepared by:

Background

NACADA's Vision Statement

Definition The Vision Statement for NACADA captures the aspirations of an Association that has made significant inroads, through collaborative programming, toward achieving international recognition for excellence and leadership in academic advising

Statement NACADA is the leader within the global education community for the theory, delivery, application and advancement of academic advising to enhance student learning and development.

NACADA's Mission Statement

Definition The Mission Statement for NACADA guides the pathway toward the vision statement

Statement Shaping a holistic view of the Association's multiple roles and responsibilities to the students it serves:

- Addresses the academic advising needs of higher education
- Advances the body of knowledge of academic advising
- Champions the educational role of academic advising to enhance student learning and development.
- Affirms the role of academic advising in supporting institutional mission and vitality
- Encourages the contributions of all members and promote the involvement of diverse populations

NACADA's Strategic Goals

Definition The five Strategic Goals of NACADA are derived from and support the mission of the Association. These broad goals are intended to provide general guidance for the leadership of the Board of Directors, the NACADA Council, the Divisions, and of the Regions regarding the key pillars upon which the growth and sustainability of the Association rests. These pillars are both general and specific in order to provide a flexible yet structured framework through which the Association leadership and membership might exercise creativity in the development its initiatives to support student learning and development. These goals and resulting initiatives are supported and furthered by a strong Executive Office whose work is guided by the Executive Director.

Goals	Strategic Goal #1	Address the Academic Advising Needs of Higher Education
	Strategic Goal #2	Advance the Body of Knowledge of Academic Advising
	Strategic Goal #3	Champion the Educational Role of Academic Advising to Enhance Student Learning and Development in a Diverse World
	Strategic Goal #4	Educate College & University Decision Makers about the Role of Quality Academic Advising
	Strategic Goal #5	Ensure Effectiveness of the Organization

Explanation of Roles

Advisory Boards

Advise the Executive Office on strategies and activities for providing services to members and for organizational operations. The President appoints Advisory Board chairs and consults with them to appoint committee members. The work of advisory boards will be coordinated by the Executive Office. Advisory Boards may meet during the National Conference each year. Advisory Boards review and recommend changes to the Executive Office in format and content of activities in support of the Advisory Board's charge. They are part of the Administrative Division for communication purposes.

Executive Office

Supports the association in all activities and provides services to the members. This includes establishment of procedures and the implementation of all approved activities designated by the Board of Directors. In addition, the Exec Office staff will maintain the Archives of the Association, act as the fiscal agent of the Association, provide web services to all units of the Association, and lend expertise in meeting planning, contract negotiations, service contracts, marketing and promotion, copy editing, grant writing in support of Association activities, research efforts, and clerical support as needed. The Executive Office has been given more responsibility for the implementation of Association activities to lessen the burden on the volunteer leadership of the association. This includes coordination of publications and events, marketing of all activities and the association in general, conference planning support, tech services, and other tasks as assigned. The Executive Director serves on the Board of Directors without voting privileges and meets with the Council.

Advisory Board Chair

Advisory Board Chairs are appointed by the President-Elect and provide leadership for Advisory Boards whose function is to provide the Executive Office with guidance and recommendations concerning the conduct of NACADA programs and the development of resources. Advisory Board Chairs report to the Executive Office.

Major Leadership Responsibilities:

- Lead the advisory board in the processes of developing a curriculum for the Summer Institutes with provisions to change/update the curriculum based on feedback from advisory board members, participants, and taking into consideration current issues that would appropriately be addressed at these institutes, as well as adjustments to established sessions.
- Serve as a member of the SI Management Team which selects faculty and oversees the implementation of the Institutes each year.
- The advisory Board Chair may or may not be selected as a faculty member for one of the Summer Institutes and would not be expected to be at Summer Institute if not serving as a faculty member .
- Advisory Board Chairs and members of the Management team are not eligible to receive an honoraria if they serve as Summer Institute faculty.

Leadership Opportunity

- appointed by the President-Elect
- serves a 2-year term

- Management Team** The Management Team supports the efforts of the Advisory Board Chair in development and achievement of direct event outcomes and the overall achievement of NACADA's Strategic Goals.
- Implements the curriculum provided by the Advisory Board.
 - Solicits applications from qualified NACADA members who are interested in serving as faculty for assigned events.
 - Selects and invites the appropriate faculty based on:
 - Topic expertise
 - Contribution and presentation experience at conference etc.
 - Communication skills in small group facilitation, teaching to both large and small groups, and providing individual and team consultations
 - Adherence to NACADA's Diversity Statement
 - **NACADA Diversity Statement:** NACADA values diversity within our leadership in regard to institutional type, size, and employment position as well as diversity in regard to ethnicity, gender identity, age, culture, and sexual orientation.
 - Facilitates and communicates with selected faculty regarding duties, timelines, expectations etc.

- Executive Office Liaison** Supports the Advisory Board Chair, Management Team and Event Faculty
- Provides guidance to chair in fulfilling his/her responsibilities
 - Assists in the identification of future chairs and in the transition of a new chair
 - Develops a plan for continued communication with the chair
 - Establishes a calendar for meeting deadlines and responsibilities for Liaison and chair
 - Provides guidance to chair and management team in the achievement of the Strategic Goals
 - Provides guidance in the achievement of event outcomes.

Academic Advising Summer Institute ADVISORY BOARD – 2011 Outcomes

Purpose Advise the Executive Office on strategies and activities for providing services to members and for organizational operations.

Advisory Board meets during the National Conference each year

- Outcomes**
- Review of past year's accomplishments
 - Review established outcomes and measures to determine the effectiveness of the Advisory Board
 - Make recommendations on changes to charge, outcomes and measures for future relevance of the Advisory Board
 - Provide an opportunity to look to the future and reshape the actions of the board to meet goals and support NACADA's strategic goals
- Measures**
- Attendance at the Advisory Board's Annual Conference Meeting
 - Activities performed by Advisory Board at Annual Conference Meeting
 - Actions taken by the Advisory Board
-

Advisory Board meets all deadlines and communication requirements

- Outcomes**
- Utilizing the Advisory Board listserv, solicit information and ideas from committee members
 - Utilizing the Advisory Board listserv, communicate information to committee members
 - Submit a post-Annual Conference Leadership report
 - Submit an annual leadership report in the summer
- Measures**
- Utilization of listserv to solicit information from Advisory Board members
 - Utilization of listserve to communication information to Advisory Board members
 - Report deadlines are met
-

Review and recommend changes in format and content of the Annual Academic Advising Assessment Institute in support of NACADA's Strategic Goals.

- Outcomes**
- Extensive review of post-event surveys to determine overall effectiveness of previous Institute
 - Propose changes to past formats to increase attendance
 - Propose changes to past formats to increase relevance
 - Propose changes to past formats to meet the needs of attendees at the Institute
 - Develops curriculum for next Institute
- Measures**
- Post survey to participants measuring the depth of knowledge gained
 - Post survey measuring the effectiveness of learning community groups and faculty
 - Curricular changes as appropriate based on feedback
-

Appoint, hire, and manage faculty members that will lend their expertise and knowledge to the Assessment Institute.

- Outcomes**
- Utilize the strength of the NACADA membership, commissions and interest groups to determine the best faculty members to present
 - Faculty will provide input into the structure of the event
 - Faculty will meet all deadlines
 - Faculty will develop powerful presentations on given topic based on assignments developed
- Measures**
- Post survey to participants measuring the depth of knowledge gained
 - Post survey rating the effectiveness of the faculty and the presentations
 - Faculty provide input into the structure of the event
 - Faculty meet deadlines
 - Faculty develop powerful presentations on given topic based on assignments
-

Outcomes for the Summer Institute, including for individual foundational presentations, are prepared separately.

Academic Advising Summer Institute EVENT – 2011 Outcomes

Purpose Summer Institute will offer a high quality professional development opportunity which maintains NACADA’s status as the “most comprehensive consideration of academic advising available.” For the past 24 years, the Institute has served administrators, advisors and faculty advisors and has established a reputation for excellence within the global community and fulfills the vision of NACADA *to be the leader for the theory, delivery, application and advancement of academic advising to enhance student development.*

Focus on the components of a successful program as well as specific strategies and tools for developing and implementing said programs.

Outcomes Attendees will:

- Have a renewed sense of the value of their positions
- Gain knowledge of current “best practices” in each topic area presented
- Have an opportunity to focus intently on increasing the improvement and effectiveness of academic advising either on a personal or institutional level in an environment conducive to learning.
- Develop an *Action Plan* developed specifically for improving advising or advising programs
- Gain a supportive network of colleagues at other institutions, as well as positive helping relationships with the Institute faculty.

Measures

- Pre and Post survey to participants measuring the depth of knowledge gained
- Feedback from Institute faculty regarding attendees action plans

NACADA Academic Advising Summer Institute meet the needs of the association

Outcomes

- As one of the longest-standing professional development activities of the association the Summer Institute provides a reliable and consistently high quality program which teaches the overall mission of NACADA.
- Serves as a model for fostering important relationships between administrators, faculty and advisors and NACADA.
- Helps maintain NACADA’s reputation as a “global leader” in Academic Advising

Measures

- Post survey to participants measuring the depth of knowledge gained
- Feedback from Institute faculty regarding attendees action plans

NACADA Academic Advising Summer Institute meets the needs of the association membership

Outcomes

- Provides a high quality professional development opportunity.
- Provides a hands-on opportunity to learn or review basic and advanced principles of quality academic advising in relation to student persistence.
- Provides a highly interactive event for individuals interested in promoting student success.
- Provides scholarships for attendance
- Provides a high return on investment
- Provides Staff and faculty who will have the tools necessary to contribute to excellent advising programs
- Provides faculty with intentional diversity of institutional types, roles, etc. as identified in the NACADA diversity statement.
- An economical opportunity for individual or teams to receive “the most comprehensive consideration of academic advising available”
- One or more developed action plans to increase the quality of advising on campuses

Measures

- Post survey to participants measuring the depth of knowledge gained
- Testimonials submitted by attendees during and after the event