



2018-19 Admin Division Post-Conference Unit Report for the Sustainable Leadership Committee (Name of Advisory Board or Committee)

Submitted by: Heather Doyle (heather.doyle@dal.ca), on behalf of Janet Spence(Name and email of Advisory Board or Committee Chair)

Please complete the forms below. The first form (the “Projects” table) asks each Chair to list all the projects or tasks their group is hoping to undertake this year. The second form on page two asks Chairs to identify ONE project that will be tracked, measured, and assessed. This assessed task is of high importance and fulfills important goals of the group and NACADA in accordance with the NACADA Strategic Plan. **November 15th** is the desired due date for both pages of this report. Send the final version to Steve, Teri, Jennifer Joslin (jejoslin@ksu.edu), and your EO liaison. Thank you!

Projects for this Year:	Strategic Goal that applies
Work with the Administrative Division Representatives to share the NLEP framework with the Administrative Division, receive and review feedback, and make any necessary revisions/enhancements to the framework.	5: Develop and sustain effective Association leadership
Upon revision of the framework, the Sustainable Leadership Committee will work with the Administrative Division Representatives in sharing the approved NLEP framework with the Council and the Board of Directors for approval.	5: Develop and sustain effective Association leadership
Upon approval of the framework from the Council and Board of Directors, the Sustainable Leadership Committee will work with the Council to develop a charge for each division to supply content, delivery and learning outcomes to respective modules of the NLEP.	5: Develop and sustain effective Association leadership

Please choose **one** project or task to highlight for the Division that will be measured and assessed this year. This assessed task is of high importance and fulfills important goals of the group and NACADA in accordance with the NACADA Strategic Plan. Begin by completing columns 1-6 (one through six) below. If you have questions, contact Steve Viveiros (viveiros_steven@wheatoncollege.edu) or Teri Farr (tjarr@illinois.edu). **November 15th** is the desired due date for both pages of this report. Send the final version to Steve, Teri, Jennifer Joslin (jejoslin@ksu.edu), and your EO liaison. Thank you!

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 (completed for the August 2019 report)	Future action(s) based on data (Data-informed decisions) (completed for the Aug. 2019 report)
5: Develop and sustain effective Association leadership	Develop a charge for each division to supply content, delivery and learning outcomes to respective modules of the NLEP.	--Create an executive summary for the NLEP framework to share with the Administrative Division Representatives. --Receive and review feedback and make any necessary revisions/enhancements to the framework. --Work with the Administrative Division Representatives to share the revised NLEP framework with	--Executive Summary sent to Administrative Divisions Representatives --Receipt of feedback from the Administrative Division Representatives; Make revisions/enhancements recommended. --Final version of NLEP framework is sent to the Council and Board of Directors for Approval.	--All leaders in the 3 divisions will be asked to review the NLEP and provide any missing content, and learning outcomes, including delivery recommendations to the Sustainable Leadership Committee	--The Sustainable Leadership Committee will work closely with the Administrative Division representatives to revolve/address any issues that may arise	Although the process took longer than anticipated, the executive summary was created and sent to the Administrative Division Reps. Recommended revisions have been received.	Revisions will be made based on the feedback from the Admin Division and revised summary will be presented to the Board and the Council. Next steps will involve a gap analysis of current training, connecting with other Committees

		<p>the Council and the Board of Directors for approval</p> <p>--Once receipt of approval of the NLEP framework from the Council and Board of Directors, develop a charge for each division to supply content, delivery and learning outcomes to respective modules of the NLEP</p>	<p>--Charge is sent to Administrative Division Representatives to share with Council. Next, all leaders within each division receive the charge.</p>				<p>(such as the PDC who are also conducting a gap analysis) and then creating a plan for implementation. This plan will be approved through the Admin Division and up through the Board and Council.</p>
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