Webinar Advisory Board
Monday, February 8, 2016

Present:
JP Regalado, **Chair** (2015-2017), Texas A&M University at Corpus Christi (2015-17)
Yvonne Halden, **Past Chair** (2013-2015), University of Manitoba-Canada (2010-17)
Rebecca Hapes, Advisor Training and Development Commission Chair, Texas A&M University (2015-17)
Sarah Howard, Ohio State University-Newark (2014-2016), continuing as Technology in Advising CM Chair (2015-17)
Jennifer Varney, Southern New Hampshire University (2014-216)
Jan Adams, Tyler Junior College (2015-17)
Kerry Thomas, Oregon State University (2015-16)
Maureen Schafer, University of Iowa (2015-17)
Leigh Cunningham, Web Event Producer, Executive Office
Gary Cunningham, NACADA IT Manager, Executive Office

Absent:
Robert Hurt, Publications Advisory Board Chair, California State Polytechnic University-Pomona (2014-2016)
Cynthia Pascal, Northern Virginia Community College (2014-2016) – *unable to attend – Dean's meeting*
Derek Furukawa, University of Nevada-Reno (2015-2017) – *unable to attend – office moving*
Jill Geisler Wheeler, University of Arkansas-Fayetteville (2014-2016) – *unable to attend – sick child*
Elisa Shaffer, Web Event Production Assistant, Executive Office

Review of Action Items from the 12/8/15 Meeting

- Feedback on the Webinar Proposal Form was reviewed and discussed, and a couple additional changes were made. The (hopefully) final version, which can be found below, is being sent to Gary for preparing for the Web.
- The Promotion group has not had opportunity to meet yet, and Jill was not able to attend the meeting, but she shared some of her thoughts via text in the Agenda.
  - Jan received feedback that her folks prefer NOT to use Instagram for this – they prefer to reserve that for personal communication.
  - **ACTION ITEM:** Kerry shared about a card that was recently passed out to Region 8 attendees that could serve as a model and will send a template to Leigh for development and use for Region Conferences, beginning with Region 7. The group agreed that this should be a SMALL card that would fit easily into a nametag holder (flyers get lost in event bags).
- **ACTION ITEM:** Sarah and Jen have not yet had opportunity to work on how to add the "WHY" piece to the Webinar Information Sheet.
- JP reached out to CIGD Reps and Elisa to get reports to find out which CIG groups have webinar as a goal. The following CIG's have indicated an interest in presenting a webinar. **ACTION ITEM:** Leigh will contact.
  - Advising students with Disabilities
  - Advisor Training & Development
  - Advising Adult Learners
  - Advising Student Athletes
  - Undecided and Exploratory Students
  - Distance Ed (though they do regular webinars through an outside platform)
  - Technology in Advising
  - * Global Initiatives Committee

Additional ACTION ITEMS

- Leigh requested assistance with review of recordings that have reached their 5-year review point and shared the link where they can be found.
- Leigh will send out a doodle in April for a next meeting in May.

Webinar Proposal Form

NACADA is interested in engaging the global advising community in a timely, accessible way. If you have a topic or idea that you think would make an engaging, informative live or on-demand webinar, please complete the form below and a member of the Webinar Production Team will reach out to you as soon as possible.

Submission Deadlines:
April 15th for consideration for the following Spring Web Event line-up
December 1st for consideration for the following Fall Web Event line-up

Please do <u>NOT</u> use all CAPS when filling out this form. Thank you.

Topic / Theme:

Title:

Description (Overview - paragraph form):

Objectives (What will participants learn?):

Who is/are the proposed presenter(s)?

Name:
Institution Name:
Address:
Phone:
Email:

Name:
Institution Name:
Address:
Phone:
Email:

Name:
Institution Name:
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Name:
Institution Name:
Address:
Phone:
Email:

Would this topic be best suited to a presentation or panel format?

Please provide a brief biography of the proposed presenter's/presenters' professional experience related to this topic.

Have the proposed presenter(s)/panelist(s) shared on this topic before?

If so, was it in a virtual format?

Please provide information on any additional presentation experiences.

Please be prepared to share the following information if requested by the Webinar Production Team for further consideration of your proposal:
- Brief outline of program agenda
- Key takeaways that potential attendees could start using right away that would help create interest in registration for this event.
- Related resources
- Any exercises or activities that you would like to use during the webinar. (Activities suitable to this platform can help make the webinar interactive and engaging.)

NACADA's Commercial Policy
Proposals from individuals who do not represent higher education institutions will not be accepted. Web Events are not to be used by individuals for marketing or selling products or consulting or other services. Submission of this proposal signifies agreement to abide by the NACADA Commercial Policy.
___ Please check to signify agreement.

If you have any questions about the submission process or need to make a change to your submission, please email **Leigh Cunningham** at Leigh@k-state.edu or call **785-532-5717. DO NOT** re-submit the same proposal if you need to make a change.