



Admin Division Post-Conference Unit Report for the Webinar Advisory Board

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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 due date for the post-conference report. Send the final version to Reps: Teri Farr (tjarr@illinois.edu), Carol Pollard (Carol.Pollard@unt.edu) and EO liaison, Leigh Cunningham (Leigh@ksu.edu). Thank you!

Projects for this Year:	Strategic Goal that applies
Review webinar evaluation questions and provide edit suggestions	Goal #6
Submit recommendation to Annual Conference Committee for an additional line on the session evaluation that would include “webinar” or “web-event” as an option for session follow-up at future NACADA offerings	Goal #6
Consult with the new EO Liaison, Elisa Shaffer, on how the WAB can assist or support with new virtual conference format and e-tutorial offerings; Determine if the WAB needs to be expanded to assist/support new initiatives; Establish “Web Events Advisory Board” as new name	Goals #2, #7
Identify ways to encourage more webinar proposals/submissions	Goals #2, #7
(Ongoing) Review recordings reaching 5-yr mark to determine if they should be posted to NACADA’s YouTube channel or be retired	Goals #2
(Ongoing) Attend all webinars and provide evaluation feedback; Members are encouraged to serve as event facilitators on their campuses and gather feedback from colleagues	Goals #2, #3
(Ongoing) Attend on-site conferences when possible and distribute “Great Presentation” cards to encourage presenters to submit webinar proposals	Goals #2
(Ongoing) Recruit new members to fill positions vacated by ending terms	Goal #5

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. **August 15th** is the due date for the final report out on goals achieved for the year with columns 7 and 8 completed. If you have questions, contact Reps: Teri Farr (tjarr@illinois.edu) or Carol Pollard (Carol.Pollard@unt.edu).

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 2020 report)	Future action(s) based on data (Data-informed decisions) (completed for the August 2020 report)
Goals #2 & #7: Provide professional development opportunities that are responsive to the needs of advisors and advising administrators; Expand the use of technology tools and resources to support the Association	Better understand how the WAB can support all NACADA web events, including virtual conferences	An open line of communication between WAB members and EO liaisons; An understanding of Association bylaws impacting advisory boards	Measurement – WAB’s understanding of how web events exist within board Instrument – EO guidance and member support	Administrative Division	Work directly with EO and AD liaisons; May require more meetings with advisory board members	Ongoing discussions between stakeholders; Additional WAB member appointments	Continue collecting feedback from membership as the importance for more virtual opportunities increase
Goals #2 & #7: Provide professional development opportunities that are responsive to the needs of advisors and advising administrators; Expand the use of technology	More webinar proposals submitted for 2020-2021	Communication lines – brainstorming session with WAB members, target communication to potential presenters	Measurement – an increase in the number of proposal submitted Instrument – the webinar application itself and tracking by the executive office	Opportunity to collaborate with advising communities and other divisions to help promote webinar proposals	Work directly with EO and AD liaisons as well as WAB members	Leigh – Did the number of webinar proposals increase this past year? Did I type the wrong year on the objective when I submitted it in November? Should it be 2019-2020 instead of 2021?	

tools and resources to support the Association							
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