

**Admin Division Goals Unit Report for the Webinar Advisory Board**

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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](mailto:wporath1@jhu.edu)) and **Cynthia Pascal** ([cpascal@nvcc.edu](mailto:cpascal@nvcc.edu)), EO Division Liaison **Leigh Cunningham** ([Leigh@ksu.edu](mailto: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
(Ongoing) Act as an advisory source for the Web Event Coordinator	Goals #2, #7
(Ongoing) 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** 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.

1	2	3	4	5	6	7	8
<b>NACADA Strategic Goal(s)</b> (List strategic goal(s) to which the outcome is related)	<b>Specific desired outcome</b> (What you want to occur as a result of your efforts; what you want someone to know, do, or value)	<b>Actions, activities, or opportunities for outcome to occur</b> (What processes need to be in place to achieve desired outcome)	<b>Outcome measurements &amp; related data instrument(s)</b> (How you will specifically measure for the outcome and any instruments you will specifically use e.g. survey, focus group)	<b>Other groups or individuals (if any) to connect with in achieving this outcome</b> (List any plans or opportunities for collaboration with other Committees, Advisory Boards or units regarding this outcome)	<b>Challenges (if any) anticipated in achieving this outcome</b> (How you plan to address difficulties that may arise as you work to achieve the outcome)	<b>Progress toward achieving outcome (to be completed for the August 2022 report)</b>	<b>Future action(s) based on data (Data-informed decisions) (to be completed for the August report)</b>
<ul style="list-style-type: none"> <li>Develop innovative and expanded opportunities for professional development that are relevant across the global contexts of academic advising.</li> </ul>	Determine if the 5 year old NACADA webinars are appropriate to put on the NACADA Youtube channel for access by all.	The webinar advisory board will assign multiple members to each video to access and determine if it is still relevant and appropriate to put online.	We will measure this with the feedback from the web events advisory board and seeing the number of videos that are moved to Youtube	The members of the webinar advisory board	Time commitment - asking the advisory board members to take the time to watch multiple 1 hour long videos. We will address this by breaking it up into different groups throughout the year so it doesn't seem daunting.	WAB members reviewed seven recordings and determined six would be moved from the store and posted to YouTube and one would be retired. The advisory board has also reviewed 16 current videos on YouTube that will be retiring from the site. 12 additional YouTube videos are currently under review to complete this year's work.	We will continue to do this process with new recordings as they reach their 5-year date and with YouTube recordings on yearly cycles.