



Admin Division Year End (August 2021) 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. **December 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 (possible) 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 #2, #6
(Ongoing) Act as an advisory source for the virtual conference and e-tutorial offerings	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** 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 (tiffarr@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	Future action(s) based on data (Data-informed decisions)
Goal #6: Engage in ongoing assessment in all facets of the Association	Easy tool for respondents to complete; valuable data to drive future decisions	WAB discussion	Discussion results; Future feedback	Depending on web event topic, opportunity may exist to collaborate with others to include specific questions that may be beneficial to a specific group	Potential for difference of opinion; Discussion and compromise	WAB members collectively reviewed past year's webinars and provided feedback through online surveys as well as reviewed and evaluated past webinars for pertinent and timely content.	This is an ongoing responsibility of the WAB to ensure current and relevant webinars are readily available to NACADA membership.