



AC Chair Newsletter – January 2023

Hello AC Chairs and AC Cluster Reps,

2023 is in full swing and we hope you are excited about what is to come. We have a few updates we want to pass along to you as we start the new year.

AC Chair Newsletter Distribution

Moving forward, our plan is to send our newsletter out the Thursday following the NACADA Council meetings. NACADA council meetings currently are scheduled for the 3rd Tuesday of each month. We hope this will allow us time to share any relevant and timely information that is discussed at council with the rest of our division leadership. As such, you can expect newsletters this spring to come out the following dates: February 23rd, March 23rd, April 20th, and May 18th.

NACADA Membership Dues and Active Membership Requirement

As a reminder, all NACADA leaders must be active members. Membership rates increased at the beginning of 2023. Please take a moment to check your membership status and verify when your membership expires. You should receive a notification from NACADA as your membership gets close to expiration, but we encourage you to be proactive in this step. Please note that all steering committee appointments must hold current membership as well as noted in NACADA and ACD policies.

2023 Annual Conference Updates

After further discussion, we have decided to maintain the same set-up for the Advising Community Meetings that happen at Annual Conference. While we had discussed a few different ideas to combine some groups by their clusters to make attending these more manageable for the division leadership, we've decided to maintain individual slots for each advising community. We may encourage different format options for your meetings rather than the "business meeting" style in the past, but we will provide updates over the next few months. Confirmation and scheduling for business meetings will be sent to Chairs for confirmation in May.

We also encourage you to begin working with your steering committees to identify whether you would like to host a social with your members at the annual conference in Orlando. We have not

identified specific local establishments that are close to the conference site, but suggested options will be shared with you in late spring/early summer.

As a reminder, the call for proposals is open and are due February 23, 2022. We encourage you consider submitting a Hot Topic Session on behalf of your advising community. Thank you to all Chairs who have encouraged members to submit proposals specific to their AC as well as encouraged volunteers to read proposals on behalf of their Community.

Potential Advising Community Updates

We currently have two potential advising communities: International Student Academic Success Community; and Asian, Pacific Islander, and Desi American (APIDA) Student Success Advising Community. We anticipate that the International Student Academic Success Community will be providing final materials which will be included in a separate e-mail for our division leadership to review and vote on formal approval as an Advising Community. Information about Potential Advising Communities can be found at <https://nacada.ksu.edu/Community/Advising-Communities/Potential-Advising-Communities.aspx>.

Online Events Policy - Updates

While we are still waiting for final review from the Executive Office on the proposed changes to the Online Events Policy, we are going to move forward with using our [online sign-up form](#) created for the ACD as a temporary place to collect event requests. Liz will review event submissions in order that they are received. [This link](#) will provide you a list of all events that have been approved to date. This will be updated by Liz periodically. Once we have final approval from the Executive Office on event types, we hope to be able to proceed with recording of certain meeting types according to the approved policies and procedures document. You may view the current event requests submissions [in this spreadsheet](#) and verify the status as completed. Additionally, you may view a listing of scheduled events for the year in our [ACD Google folder](#). This may be helpful to consider event dates based on the number of events scheduled on that day. Further, consider event scheduling around all NACADA events listed in the [NACADA's Calendar of Events](#).

In December, we noted we were discussing the idea of restricting ACs to a limited number of events of a year (e.g., possible 4 total events per year), along with some other ideas which we hope would help to ensure quality events without overwhelming anyone. We do not anticipate any immediate changes to restriction of number of events an AC can submit. Please know we will be sure to share well in advance any changes that would impact the number of events we'd allow any ACs to have each year. If you have any concerns or comments about ideas regarding online events, please elevate those to your cluster representatives.

As we have said before, we appreciate your patience and understanding during this process. We recognize the frustration that has been caused and we hope to alleviate that as quickly as possible.

Website Updates

Website updates are an intensive process. Please know that Liz is working on those but has prioritized event scheduling. We are exploring some ideas on how to get some broader access to website editing that might help with expediting some website updates. For now, if you had previously submitted website changes, know we have those received. We hope all website edits submitted by the end of 2022 will be completed in the next few weeks.

Upcoming Deadlines

- We still have a few leaders who have not completed all modules of the N-LEP Course. We have contacted those who have not completed sections individually. If you received an e-mail from us, please work to complete course modules as soon as possible. Reach out to us if you need support or have any concerns in completion of the course. It is a required component of the leadership role to complete the N-LEP course.

MISC

- Chairs who have yet to submit steering committee appointments, please do so as soon as possible.
 - Appointments were due for 2022-2023 on December 31st, 2022.
- We have updated the Chair timeline for 2022-2023 and it is attached to this email.

Thanks again and have a great February. As always, please reach out to us if you have any questions, comments, or concerns.



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ADVISING
COMMUNITIES

Advising Community Chair Timeline October 2022 to November 2023

Time Frame	Date & Task
Early October	<ul style="list-style-type: none"> October 7, 2022: ACD Annual Division Meeting/Training via Zoom
Early October/ Late October <small>*Alternates every other year</small>	<ul style="list-style-type: none"> October 23-26, 2023: Annual Conference at Oregon Convention Center in Portland, Oregon <ul style="list-style-type: none"> Leadership attendance is required at annual conference division activities
Late October	<ul style="list-style-type: none"> October 31, 2022: Nominations for elections close
Late October – Early November	<ul style="list-style-type: none"> New Chairs send an AC all-member email via the ACD Executive Office liaison to introduce yourself and solicit volunteers to serve on Advising Community’s steering committee Confirm volunteers for your steering committee (make sure they are NACADA members) Work with your Steering Committee to develop goals/plans for the year in preparation of the Post-Conference Report November 1-18, 2022: Chairs may schedule virtual Advising Community meetings
Mid-November	<ul style="list-style-type: none"> November 15, 2022: Post-conference report is due to the ACD Reps, EO Liaison, and your Cluster Rep Region conference proposals are typically due around this time
Early December	<ul style="list-style-type: none"> December 1, 2022: Final day that article submissions for Academic Advising Today (AAT) have potential to be considered for the March 2023 edition. Please note: Submission review is ongoing, and priority is given according to date of submission.
Mid-December	<ul style="list-style-type: none"> December 13, 2022: Annual Conference call for proposals opens <i>Soliciting for Proposal Reviewers:</i> Send a post out on social media, include this info if you send out a newsletter, and/or ask the EO Liaison to send an email to your members via the Executive Office email system (also, include your LISTSERV if you want to reach nonmembers)
Late December	<ul style="list-style-type: none"> December 31, 2022: AC steering committee member appointments are due. <ul style="list-style-type: none"> Names are to be submitted to the EO liaison.

Early January	<ul style="list-style-type: none"> ● January 1, 2023: Global Awards Program opens ● The EO will send out solicitations to all members via email and social media for proposal reader volunteers. ● Interested readers will submit a universal survey form ● Consider posting the survey form link to your AC's social media accounts to gather more interest and/or AC's LISTSERV ● January 27, 2023: Deadline to solicit volunteers from your Advising Community to serve as conference proposal readers. <ul style="list-style-type: none"> ● EO will assign readers per AC proposals submitted
Time Frame	Date & Task
Mid-February	<ul style="list-style-type: none"> ● February 21, 2023: Call for Annual Conference Proposals closes, and Hot Topics for Annual Conference are due ● Send announcement out to all members of your AC that nominations are being accepted for the ACD Service Awards
Late February	<ul style="list-style-type: none"> ● Proposals readers begin reviewing submissions ● Consider scheduling an online discussion for this spring
Mid-March	<ul style="list-style-type: none"> ● March 14, 2023: Deadline for proposal readers to have nominations read, evaluations complete, and submitted <ul style="list-style-type: none"> ● Readers Review from February 25 – March 14 <ul style="list-style-type: none"> ● Readers submit an evaluation per proposal ● Chairs are responsible for summarizing the evolution and forwarding recommendations on each proposal to the Annual conference Planning Committee. ● Chairs must select two Community-Sponsored sessions ● March 15, 2023: Proposals are read and evaluated by AC Chairs ● March 15, 2023 Final day that article submissions for Academic Advising Today (AAT) have potential to be considered for the June 2023 edition. Please note: Submission review is ongoing, and priority is given according to date of submission.
Late March	<ul style="list-style-type: none"> ● March 28, 2023: Deadline for Chairs to have their summaries of reader reviews and evaluations submitted to the Conference Program Chair - including selection of two sponsored session
Early April	<ul style="list-style-type: none"> ● Annual Conference proposal acceptances are sent to submitters
Early May	<ul style="list-style-type: none"> ● May 1, 2023: ACD Service Award nominations are due ● Global Advising Week is usually the first week in May. Consider celebrating advisors in your AC this week!
Mid-May	<ul style="list-style-type: none"> ● Advising Community Meetings at Annual Conference are scheduled mid to end of May and notifications will be sent to Chairs of date/time in early June at the same time presenters

	are notified of conference sessions.
Early June	<ul style="list-style-type: none"> Chairs are notified by Annual Conference EO staff (who will email Chairs directly) of their community meeting session date and time the first or second week of June. <ul style="list-style-type: none"> Chairs will work with EO staff to draft the abstract for the session. Submit your Annual Conference social event information to EO staff for inclusion in the Annual Conference program Consider Sustainable Leadership Practices in your Advising Community and plan for upcoming Election Nominations to open in September
Mid-June	<ul style="list-style-type: none"> June 15, 2023: Final day that article submissions for Academic Advising Today (AAT) have potential to be considered for the September 2023 edition. Please note: Submission review is ongoing and priority is given according to date of submission.
Mid-July	<ul style="list-style-type: none"> Gather data/feedback on the goals in the Post-Conference Report Meet with your Steering Committee about the Annual Report Register for the Annual Conference if you haven't already
Early August	<ul style="list-style-type: none"> August 1, 2023: AC social event information is due to EO Annual Conference Staff for inclusion in the annual conference program. Ask your members about submissions/collaborations for Region Conferences call for proposals (opening in mid-fall)
Mid-August	<ul style="list-style-type: none"> August 15, 2023: Annual Report is due to the ACD Reps, EO Liaison, and your Cluster Rep
Time Frame	Date & Task
Late August	<ul style="list-style-type: none"> Consider encouraging your members to join a Writing Group to develop your AC's scholarly focus
Early September	<ul style="list-style-type: none"> September 1, 2023: Final day that article submissions for Academic Advising Today (AAT) have potential to be considered for the December 2023 edition. Please note: Submission review is ongoing and priority is given according to date of submission. Nominations for election positions open in early September – if your community Chair position is up for election, remind members about submitting or contacting you if interested
Mid-September	<ul style="list-style-type: none"> Prepare for Annual Conference by creating a business meeting agenda and asking for volunteers to help with tasks such as finding a place to hold a social <ul style="list-style-type: none"> Meet with your Cluster Rep for additional guidance or direction Consider an email to your members or social media post on the events happening at Annual Conference
Early October	<ul style="list-style-type: none"> TBD: ACD Annual Division Meeting/Training
Early October/ Late October <small>*Alternates every other year</small>	<ul style="list-style-type: none"> October 4-7, 2023: Annual Conference at Rosen Shingle Creek in Orlando, Florida <ul style="list-style-type: none"> Leadership attendance is required at annual conference division activities
Late October	<ul style="list-style-type: none"> October 31, 2023: Nominations for elections close

Late October – Early November	<ul style="list-style-type: none"> ● New Chairs send an AC all-member email via the ACD Executive Office liaison to introduce yourself and solicit volunteers to serve on Advising Community’s steering committee ● Confirm volunteers for your steering committee (make sure they are NACADA members) ● Work with your Steering Committee to develop goals/plans for the year in preparation of the Post-Conference Report ● ● November 1-18, 2022: Chairs may schedule virtual Advising Community meetings
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Updated Friday, February 3, 2023 by Liz Alcantara