



AC Chair Newsletter – June 2023

Hello AC Chairs and AC Cluster Reps,

We hope your summer is off to a fantastic start! Here are some Division updates:

Leadership Updates

Incoming Division Leaders

Please help us give a warm welcome to our incoming AC Division leaders!

AC Division Representative	<u>Greg Mason</u>
ACD Steering Committee: Cluster Rep 2	<u>Andrea Harris</u>
ACD Steering Committee: Cluster Rep 4	<u>Shannon Johnson</u>
ACD Steering Committee: Cluster Rep 5	<u>Kelci Kosin</u>
ACD Steering Committee: Cluster Rep 7	<u>Allison (Alli) Scully</u>
AC: Adult Learners	<u>Elysa Smith</u>
AC: Advisor Training & Development	<u>Amber Bollinger</u>
AC: Appreciative Advising	<u>Cara Nissen</u>
AC: Business Majors	<u>Chaya Sandler</u>

AC: Career Advising	<u>Jodi Chowen</u>
AC: Education Majors	<u>Alicia Abney</u>
AC: First-Year Students	<u>John Mayuma</u>
AC: Global Engagement	<u>Madeline Goldman</u>
AC: Graduate and Professional Students	<u>Amanda Lager Gleason</u>
AC: Historically Black Colleges & Universities	<u>My'Chael Willis</u>
AC: Liberal Arts	<u>Kirsten Pitcock</u>
AC: Probation/Dismissal/Reinstatement Issues	<u>Winnie Tang</u>
AC: Student Athletes	<u>Alanna Bitzel</u>
AC: Technology in Advising	<u>Sarah Maddox</u>
AC: Theory, Philosophy, & History of Advising	<u>Lindsey Grites Weeks</u>
AC: Two-Year Colleges	<u>Donna Malaski</u>

Email addresses are linked to in the above table to facilitate introductions. If you have not yet done so, please reach out to your incoming Chair, Cluster Rep, and/or Division Rep to congratulate their incoming role and plan for a seamless transition.

As a reminder:

- Your NACADA membership must remain current to continue (or begin) your leadership as Chair. Please log in to your NACADA account to check your status and renew if it has expired!
- Incoming leaders have been added to the NACADA Leadership Engagement Program (N-LEP). Modules will continue to be released throughout the summer and the course should be completed before the Annual Conference. Please reach out to [Joan Krush](#) or [Elisa Shaffer](#) with any questions with any questions regarding course content or access.
-

NACADA Listservs

Incoming leaders have been added to the Advising Communities Division listserv (ACDIVISION@LISTSERV.KSU.EDU). They will be added to the NACADA Leaders listserv (NACADALEADERS@LISTSERV.KSU.EDU) mid-July. Please ensure to subscribe to respective Advising Community listservs by following the directions on each AC webpage, located under more links, "LISTSERV":



Each Advising Community has their own listserv email address and Chairs will not be added automatically. Each member must follow the directions to subscribe. For a quick tutorial, please check out our listserv tutorial video [here](#). Encourage your Community members to join AC listservs, but please remember that listservs are not connected to your membership profile and subscribing to them is a manual process.

New Funding Opportunities

The Advising Communities Division has recently finalized our approach to utilizing our budget in some new ways. Moving forward, Advising Community Chairs will have an opportunity to submit requests for two small grant funds.

Advising Community General Fund Grants ([link here](#)) –

This one-time grant of up to \$50 is designed to help enhance member experience throughout the year and support your Community's efforts to reach your Advising Community Goals or NACADA's Strategic Goals more broadly. Currently, requests are limited to \$50. Advising Communities general fund grants are not guaranteed acceptance. Normally, grants will be reviewed two times per year (Deadlines for submission are December 1 and April 1 each year). Due to this being the first time we have had these funds available, we will be adding a one-time deadline of August 1st as well. Advising Communities can only be approved for 1 grant per fiscal year (January 1- December 30).

Conference Advising Community Fund Grants ([link here](#)) –

This one-time grant request is for the purpose of enhancing Advising Community materials at an Annual/Regional Conference. Currently, requests are limited to \$25. Advising Communities conference fund grants are not guaranteed acceptance. Grant requests for the Annual Conference must be submitted by August 1st. Grant requests for regional conferences must be submitted by February 1st.

The amounts for these grants may vary from year-to-year based on the budget allocated to the Advising Communities Division that year. If you have any questions about the grants or the application process, please reach out to us.

Fall Division Meetings

Each year, we have a few division meetings for various groups. You will see a formal calendar invite come out from Liz soon, but below outlines the days for division meetings taking place this fall. While we hope most of you can attend, we will record the sessions for those who are unable to attend.

Training for Incoming Chairs and Cluster Representatives

Friday, August 11th - 1:00 pm - 2:30 pm (Central)

Division Meeting for All Incoming and Continuing Chairs and Cluster Representatives

Friday, September 8th - 1:00 pm - 2:30 pm (Central)

Advising Community Division Showcase and New Community Spotlight

Friday, September 29th - 1:00 pm - 2:30 pm (Central)

All Division Leadership and Leadership Breakout Meetings at Annual Conference

Tuesday, October 3rd - 1:00 pm - 4:00 pm (Eastern)

All incoming, continuing, and outgoing leadership present at the Annual Conference

2023 Annual Conference Updates

Leadership Meetings at Annual Conference

As a reminder, as you begin to plan your conference schedule, be mindful of our meetings that will take place on Tuesday, October 3rd. Please let us know as soon as possible if you will not be able to attend the conference in-person. We're currently waiting to hear whether there will be any capacity for the leadership meetings to have people in Zoom as well if you are unable to attend. Attached to this email is the final, approved schedule for the in-person leadership meetings and below is a brief snapshot.

- 1:00 pm - 2:30 pm - Combined Leadership Meeting
- 2:45 pm - 4:00 pm - Advising Community Division Leadership Breakout
- 7:00 pm - 8:30 pm - Leadership Dinner
- 8:30 pm - 10:30 pm - Leadership Reception

Agendas for each meeting will be forthcoming as each group collaborates this summer.

Specific information about the reimbursement guidelines and processes should have been posted on the [Information for Leaders webpage on the NACADA website](#) in May (you must be logged in to access the page).

If you are unable to attend the conference, please be sure to designate a representative from your area and notify Liz Alcantara as soon as possible.

Social Events at Annual Conference

Earlier last week, you received an email regarding the call for social events during the Annual Conference. As a reminder, if you are planning on having a social event for your Community, please contact Dayna McNary directly at daynak@ksu.edu with the details. **NOTE:** You will also need to write a short description of your event, and email this description to Dayna by **Friday, August 18th**. If you need examples, see the previous email from Liz.

Advising Community Meetings at Annual Conference

If you have not done so, please confirm your Community meeting session as soon as you are able. We are currently working with cluster representatives to update the handouts and guidelines about how meetings for Advising Communities should run during the Annual Conference. As we've shared before, the meetings are no longer business meetings, as we want those to take place after the Annual Conference remotely. This will help ensure all members have an equal chance to engage in the business meetings for the Advising Communities they are part of. The goal for the meetings at the Annual Conference will be to network, discuss ideas for programming, and recruit more members to engage with the Community both as participants but also as leaders (steering committee members and future Chairs). We should have guidelines out as part of the August newsletter and as part of the August/ September Trainings.

Virtual Community Meetings Post-Annual Conference

The opportunity to host a Virtual Advising Community meeting following the Annual Conference will be available again this year. Although Community meetings in-person at Annual Conference are required of every AC, the post-conference virtual meetings are *optional*. Chairs may choose to host a virtual meeting to reach Community members who may not have been able to attend the in-person meeting. The meeting description for the virtual meeting will be the same as used for the Community meeting at Annual Conference unless a request is made to update the description.

- Virtual Meeting time slots will be available November 1 - 18, 2023.
- The meeting length should be kept to 45 minutes.
- Sign up for a meeting time slot by September 1st:
<https://www.signupgenius.com/go/9040944AFAB22A57-acdvirtual>

Annual Conference ProTech Emails for Community Members

Consider sending an email to your entire AC membership highlighting Annual Conference events related to your Advising Community. Content may include information regarding:

- Community Meeting (time/date/location)
- Community Social
 - May include an RSVP to the social since the conference app count is not accurate.
- Virtual Community/business meeting after the conference
- Community Sponsored Sessions
- Other relevant conference sessions
 - Particularly if you would like to highlight any of your Community members who will be presenting a session.
- Leadership changes (outgoing Chair farewell, incoming Chair introduction)
- Award winners from your Advising Communities
- Other conference happenings or points of interest for gatherings

Please do not include general Annual Conference info as this will come from the Executive Office. Get your Community email written and **sent to Liz by Friday, September 1st**.

Reports

Annual Reports

Annual reports will be due soon! Typically, the deadline for the reports is mid-August. To prepare the Annual report, please take the post-conference report submitted last November and complete columns 7 and 9 to report on your goals set for the year. This is a great time to tackle some of those outstanding goals, work with your steering committee to wrap up any goals in progress, and review/plan for future Community goals based on updates. If you have any questions or concerns, or need assistance with completing your goals, please feel free to reach out to us!

Tip of the Month

As we noted before, this section is designed to include a tip to help Chairs be effective in their roles. This may include a wide range of ideas, so if you have one you would like to share, please e-mail Tony at tlazarowicz2@unl.edu

NACADA Membership Profile

Those interested in increasing participation in an Advising Community by voting in elections, serving on an Advising Community steering committee, and participation in NACADA leadership, must be both a NACADA member **and** an Advising Community member. Membership provides access to exclusive content and announcements regarding the activities of the Community. Log into nacada.ksu.edu to become an official NACADA member and identify your preferred Advising Community selections.

It is very important that those appointed to an Advising Community's steering committee have the Advising Community listed on their member profile. We also encourage Chairs to assist members by providing directions on how to update their membership profiles and select membership in their Communities. In doing so, this gives an accurate membership count for each Advising Community. A handout is linked below that may be shared with members followed by the directions.

Directions:

- Login to your NACADA account.
- Navigate to your membership profile (upper right-hand corner).
- Click on My Advising Communities to view, edit or change membership.
- Save!

MISC

- We have a few different communication channels. The two official channels outside of the listserv that we use are as follows:
 - Facebook – [NACADA Advising Communities Division](#)
 - Slack - [Join the Slack Team Today](#)
- Please continue to review the [2022-2023 Advising Community Chair Timeline](#) to plan your time accordingly over the next few months.

- Looking for a past AC Chair Newsletter? Don't dig through multiple emails! Find a copy of any past Division newsletters on the ACD Leaders Resource web page here: <https://nacada.ksu.edu/About-Us/NACADA-Leadership/Advising-Communities-Division/ACD-Leader-Resources.aspx>

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



Gavin Farber
Division Representative, 2021-2023
gavin.farber@temple.edu



Tony Lazarowicz
Division Representative, 2022-2024
tlazarowicz2@unl.edu



Greg Mason
Incoming Division Representative, 2023-2025
gtm119@psu.edu



Liz Alcántara
ACD Executive Office Liaison
lizabeth@ksu.edu

NACADA Leadership Meetings | October 3-7, 2023 | ROSEN SHINGLE CREEK

10/3/2023 - TUESDAY		
TIME (Eastern)	ROOM NAME	MEETING
1 pm-2:30 pm	TBD	Combined Leadership Meeting Combined Division meeting, Agenda TBA Audiovisual: Podium, microphone, LCD, Screen
2:30-2:45 pm		Break
2:45-4:00 pm	TBD	Leadership Breakout (Advising Community Division) Advising Community Division Breakout.
2:45-4:00 pm	TBD	Leadership Breakout (Region Division) Region Division Breakout.
2:45-4:00 pm	TBD	Leadership Breakout (Administrative Division) Administrative Division Breakout.
4:00-6 pm	TBD	Board Meeting (current Board only) Audiovisual: LCD, Screen
7:00-8:30 pm	Butler & Butler Balcony	Leadership Dinner Audiovisual: Podium, microphone, LCD, Screen
8:30-10:30 pm	Conway Room	Leadership Reception

10/4/2023 - WEDNESDAY		
TIME (Eastern)	ROOM NAME	MEETING
8:30 am-11:30 am	TBD	Council Meeting (current and incoming Council members only) - Agenda TBA Full breakfast, water, coffee, tea for room Audiovisual: Podium, microphone, LCD, Screen

10/7/2023 - SATURDAY		
TIME (Eastern)	ROOM NAME	MEETING
12:30 -1:30 pm		CLOSING KEYNOTE ADDRESS
2:00 – 2:45 pm	TBD	Board of Directors (incoming Board members only) Light Lunch Audiovisual: LCD, Screen
3:00 – 6:00 pm	TBD	Board of Directors Meeting (incoming Board members only) - Agenda TBA Water, coffee, tea and snacks for room Audiovisual: LCD, Screen
7:00 pm	TBD	Board Dinner