AC Chair Newsletter – November 2023 – Special Edition

Hello AC Chairs and AC Cluster Reps

I first want to send a sincere apology for not getting a newsletter out in a timely fashion this past month. Since the Annual Conference wrapped up, it’s been a very busy month. That said, we’re excited to officially welcome our newest leaders to the Division and to continue working with those of you in your second year of your roles.

We will try our best to continue to send monthly e-mails in a timely fashion, and our goal is to have those newsletters distributed to you on Thursdays following the Council meetings.

NACADA Council meetings are currently scheduled for the 3rd Monday 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 next year to come out the following dates:

- November 22nd (Wednesday, due to Thanksgiving)
- December 21st
- January 18th
- February 22nd
- March 21st
- April 18th
- May 23rd
- June 20th
- July 18th
- August 22nd
- September 19th

2023 Post – Annual Conference Updates

Post-Conference Reports Due November 15

There are two reports that are required each year. The Post-Conference reports are due on November 15th, 2023. This particular report is meant to establish your goals for the upcoming year. For those of you who are continuing leaders, we’ve modified the report to be a Google Form. We ask that you access the form from the NACADA Canvas – ACD Leadership Course ([link included here](#)). The specific section in the course is located under the Module: Document
Submissions. Likewise, it may also be found under the “Assignments” tab on the left-hand menu. Once you have submitted the report, please click the start assignment button in the Canvas portal, and simply type in Complete in the text entry and push submit.

Report Resources
At any time, please do not hesitate to contact Cluster Representatives, Division Representatives and/or the EO Liaison if you need assistance, guidance, or have concerns in writing post-conference report goals. We are happy to help!

Additional resources that may be of helpful through this process:
- Past Advising Community & Division Reports
- NACADA’s Leadership Engagement Program (N-LEP) Course – Module 5
- SMARTIE Goals Worksheet
- NACADA Strategic Goals
- Advising Community Assessment Rubric
- Advising Community Chair Self-Assessment Rubric

Pictures from Annual Conference
Please upload any photos captured at the 2023 NACADA Annual Conference that you would like to share to this Google Folder: ACD 2023 Conference Pictures. Ideas for submission are photos taken at ACD events: Community Meetings, AC Socials, ACD Poster Fair, etc. When uploading, please modify the name of the file to reflect a description. Can’t wait to see all the fun pics – thank you!!
ACD Communication Channels

Notice of Upcoming Changes in Division Communication
We are continuing to work to try to utilize less spaces to communicate. We’ll continue to use the listserv for newsletters and other materials, but we would encourage you all to look at the Discussion Board within the Canvas page to get ideas from others and utilize a central repository. We are currently exploring which other communication channels we have historically used and how to phase some of those out.

ACD Listserv
All leaders should be receiving emails via the ACD Listserv (email address: ACDIVISION@LISTSERV.KSU.EDU). Please ensure that you do not unsubscribe from this listserv. Outgoing leaders who cycled off in October 2023, will be removed by the end of the month. Please let Liz know if you are experiencing any issues receiving emails.

Potential Advising Community Updates

Pause on Proposals for PACs
At this time, the Division will not accept any future proposals for consideration to establish Potential Advising Communities.

Division Leadership Updates & Changes

Leadership Changes and Appointments
Please give a warm welcome to newly appointed Cluster Representative who stepped in to fulfill a leadership position in the Division:

1. ACD Steering Committee – Cluster 5 Representative – Vince Hernandez, University of Texas at San Antonio, Vicente.hernandez@utsa.edu
   Prior Appointment: Kelci Kosin

Vacancies in Leadership Positions
Currently, we have the following leadership vacancies in the Division:
   1. Chair – Undecided and Exploratory Students Advising Community
   2. Chair – Global Engagement Advising Community

Please refer any eligible member to contact us if they are interested in appointment. To be eligible, the individual must be a NACADA member and a member of that particular Advising Community (check membership profile for Community selections).

Website Updates

Advising Community Webpages
All new leaders have been updated on the homepage of each Advising Community page. There are still a few other pages within AC pages that are getting updated, but the main page for each Community has been updated.

Website Update Requests
To assist on streamlining requests, cut down on emails, and mimic a similar process to the event requests, we will use a form moving forward to requests website updates. Please
complete the [ACD Website Update Request Form](#) to request any new updates to the NACADA AC webpages.

**Chair Timelines**

*Please Review Periodically!*  
Please continue to go back and reference the online “[ACD Leadership Course](#)” as an updated [2023-2024 Chair Timeline](#) is available to help you plan your time accordingly over the next few months.

**Steering Committee Appointments**  
Upcoming deadlines besides the report include appointments to individual Advising Community’s steering committees. Please ensure those appointed are both NACADA members and members of the Community. **The deadline for submission of appointments is December 31, 2023.** Please submit appointments here.

**Quick Links**

**Current Communication Channels**
- LISTSERV – ACDIVISION@LISTSERV.KSU.EDU
- Facebook – ACD Group
- Slack – ACD Leaders
- Slack – ACD Steering Committee

**Division Directory**  
Please reference our [2023-2024 Faces of the ACD](#) for current ACD Leadership contact information. This directory is also linked on our Advising Communities webpage on the left-hand side. For quick information regarding Cluster Assignments and contact, you may check this handout: [2023-2024 ACD Steering Committee and Cluster Information Handout](#)

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