

## Division Unit Report for the Academic Advising Administration Commission Submitted by Cornelius Gilbert

Please complete **Columns 1 through 6** and return by **November 1, 2016**, to Commission & Interest Group Division (CIGD) Reps Rebecca Cofer, [rcofer@abac.edu](mailto:rcofer@abac.edu), and Erin Justyna, [erin.justyna@ttu.edu](mailto:erin.justyna@ttu.edu), with a copy to CIGD Liaison Elisa Shaffer, [elshaffer@ksu.edu](mailto:elshaffer@ksu.edu). Please copy your unit's CIGD Steering Committee Member as well.

Columns 7 and 8 are included only for reference at this time, as they will not be completed until the progress report due August 15, 2017.

<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 (Only completed in August 2016 report)</b>	<b>Future action(s) based on data (Data-informed decisions) (Only completed in August 2016 report)</b>
Develop a strong Commission Steering Committee.	Have at least three individuals that I can have on the Steering Committee.	Collected the names of individuals at the CIGD Fair and at the Commission meeting at the annual conference who are interested in serving.  Determine the roles of Steering Committee's members, and the needs of the Commission.	Measuring achievement in this outcome can be determined by forming a Steering Committee coupled with the number of individuals that agree to serve on the Steering Committee.	There are various other chairs who are utilizing a steering committee in a strong way. I would like to lean on their experiences.	I envision that one of the primary challenges will be to have monthly meetings, particularly given that now we would juggle at least the schedules of four individuals.		

<p>Bring awareness and consciousness to senior level, college and university decision makers, of the issues and challenges of administrating within advising.</p>	<p>To have senior level administrators become familiar with the challenges academic advising administrators encounter.</p>	<p>Have a number of presentations at conferences and writing opportunities that present not on the challenges and solutions regarding the administrating of academic advising, but also of the good work that occurs within advising administration.</p>	<p>Record the number of presentations and published written opportunities that address the challenges.</p> <p>Present college and university officials with letters of the acknowledgement regarding the presentations that occur so that recognition can occur.</p>	<p>None that I can formulate at the moment.</p>	<p>The challenge will be to compile a list of all of the challenges and solutions put forth and wrapping them into letters to senior level decision makers.</p>		
<p>Expand communication within the Commission</p>	<p>To make the universe of academic advising administrators smaller.</p>	<p>Encourage communication, discussions in particular on the various outlets the Commission has. For instance communication can be had on the Commission's blog, announcements can be had on the listserv, or posting on Commission's</p>	<p>Keeping a record of communication. For example, documenting how many posts are posted on Facebook. Although not an absolute way of gauging achievement, but perhaps recording how much activity a post receives.</p>	<p>Based on the post, could probably cross pollenate with other commissions to see if they experience similar challenges.</p>	<p>Getting members to post and engage in public discourse as well staying connected with the various forms of technology. Could be a full time job!</p>		

		Facebook page.					
Continue to grow the Commission.	Increase the number of conference proposals.	Continue to encourage members to submit conference proposals.  Perhaps provide a certificate to those who present.  Perhaps provide a certificate to those who publish.	See how many proposals we receive and may be compared those to years past.	None that I can formulate at this time.	Motivating members to submit.		