**Division Unit Report for the Ethics & Legal Issues Interest Group**  
Submitted by Brittany Erwin

Please complete **Columns 1 through 6** and return by **November 1, 2016**, to Commission & Interest Group Division (CIGD) Reps Rebecca Cofer, rcofer@abac.edu, and Erin Justyna, erin.justyna@ttu.edu, with a copy to CIGD Liaison Elisa Shaffer, 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.

<table>
<thead>
<tr>
<th>NACADA Strategic Goal(s) (List strategic goal(s) to which the outcome is related)</th>
<th>Specific desired outcome (What you want to occur as a result of your efforts; what you want someone to know, do, or value)</th>
<th>Actions, activities or opportunities for outcome to occur (What processes need to be in place to achieve desired outcome)</th>
<th>Outcome measurements &amp; related data instrument(s) (How you will specifically measure for the outcome and any instruments you will specifically use e.g. survey, focus group)</th>
<th>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)</th>
<th>Challenges (if any) anticipated in achieving this outcome (How you plan to address difficulties that may arise as you work to achieve the outcome)</th>
<th>Progress toward achieving outcome (Only completed in August 2016 report)</th>
<th>Future action(s) based on data (Data-informed decisions) (Only completed in August 2016 report)</th>
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<tbody>
<tr>
<td>Create &amp; sustain IG group leadership</td>
<td>1) Establish an active IG Steering Committee</td>
<td>1) Reach out to previous IG chair for likely candidates. 2) Send out inquiry to current membership via e-mail.</td>
<td>1) Was a Steering committee developed? Y/N? 2) Did Steering committee establish @ least 2-3 goals (minimum) for coming year? Y/N?</td>
<td>Sarah Herndon (former chair); Elisa Shaffer, Tracy Griffith; <a href="mailto:scaffrey@ksu.edu">scaffrey@ksu.edu</a></td>
<td>1) Academic advisors are typically busy individuals with many responsibilities &amp; This is a voluntary, unpaid role; promote leadership experience, resume building, networking, etc.</td>
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**Create & sustain IG group leadership**

1. Establish an active IG Steering Committee
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   - 2) Send out inquiry to current membership via e-mail.

1. Was a Steering committee developed? Y/N?
2. Did Steering committee establish @ least 2-3 goals (minimum) for coming year? Y/N?

Sarah Herndon (former chair); Elisa Shaffer, Tracy Griffith; scaffrey@ksu.edu

1. Academic advisors are typically busy individuals with many responsibilities & This is a voluntary, unpaid role; promote leadership experience, resume building, networking, etc.
| Advance knowledge base and interest specific to Ethics & Legal Issue in advising  
| Ensure effectiveness of NACADA organization | 1) Author, co-author, or sponsor one or more articles in a NACADA or affiliated (e.g., OHAAA) publication.  
2) Increase Legal/Ethics conference proposals | 1) Review submission guidelines for target publication or conference, share with group.  
2) Draft articles and/or offer feedback other’s articles or presentations  
3) Solicit volunteers via listserv, membership, etc. | 1) Were one (or more) articles from myself or member of the IG group published in a NACADA or affiliated organization’s publication? Y/N? | 1) IG Membership ; listserv ; colleagues | 1) Finding time/co-authors/authors – I will be proactive and promote exciting nature of being published. |

| Engage current IG membership & interested constituency | 1) Post once per month on IG group LinkedIn and Facebook page  
2) Reach out to members via listserv once per month. | 1) Review articles, newspapers, podcasts, colleagues, NACADA members & leaders, etc. for relevant issues to share. | 1) At least one post per month? Y/N?  
2) At least one listserv topic/discussion per month? Y/N? | 1) NACADA AAT  
2) NACADA Clearing House  
3) Chronicle of Higher Education | I could get overwhelmed doing this each month. I will engage Steering Committee to take on certain months for FB/LinkedIn Post, maybe listserv also. |
| Promote recognition of advising profession & quality of academic advising professionals | 1) Nominate a past IG chair or other affiliated & deserving member for CIGD service award |
| 1) Complete nomination by established NACADA deadline via the website. |
| 2) Solicit letters of support and any other needed materials via listserv or former members. |
| 1) Was a nomination for CIGD award submitted? Y/N? |
| 1) Award nomination accepted their website and EO. |
| Obtaining letters of support can be difficult. I will be sure to give anyone I solicit 2-3 weeks lead time to ensure timely return. |