

Division Unit Report for the Distance Education Advising Commission Submitted by Lindsey Byrd

Please complete **Columns 1 through 6** and return by **November 1, 2016**.

Columns 7 and 8 are completed for the progress report due August 15, 2017. Please send your report to CIGD Reps: Rebecca Cofer (rcofer@abac.edu), Erin Justyna (erin.justyna@ttu.edu), and Kyle Ross (kwross@wsu.edu) with a copy to CIGD Liaison Dawn Krause (dawnkrause@ksu.edu). Please copy your unit's CIGD Steering Committee Member as well. Thank you!

NACADA Strategic Goal(s) (List strategic goal(s) to which the outcome is related)	Specific desired outcome (What you want to occur as a result of your efforts; what you want someone to know, do, or value)	Actions, activities or opportunities for outcome to occur (What processes need to be in place to achieve desired outcome)	Outcome measurements & related data instrument(s) (How you will specifically measure for the outcome and any instruments you will specifically use e.g. survey, focus group)	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)	Challenges (if any) anticipated in achieving this outcome (How you plan to address difficulties that may arise as you work to achieve the outcome)	Progress toward achieving outcome (Only completed in August 2017 report)	Future action(s) based on data (Data-informed decisions) (Only completed in August 2017 report)
1. Provide professional development opportunities that are responsive to the needs of advisor and advising administrators Pursue Innovative technology tools and resources to support the Association Expand and communicate the scholarship of academic advising	1. Host at least three webinars per year on topics chosen by commission members	1. Contact commission members via listserv and at NACADA Events to determine topics they would like more information on pertaining to online advising Contact EO to discuss webinar including software used, developmental guidelines, and recordings of sessions	1. Three webinars created and broadcasted? (Yes/No) Does attendance increase for each webinar (Yes/No) Are webinars watched via commission site (Yes/No) Are webinars attended by 25 or more persons (Yes/No)	1. EO assistance with getting webinar links sent to commission via listserv and email EO assistance with getting webinars posted to NACADA commission website	1. If webinar cannot happen, check to see if EO has conference call number/code so everyone that wants to can meet via phone at a specific date/time.	Webinars were not conducted this year due to webinar team lead accepting promotion in her role. There were time conflicts as well as material for webinars being unfinished in time to conduct one.	Complete webinar material prior to scheduling one. Set goal of one-two webinars per year. Discuss with team lead whether to continue in position.

<p>2. Sustain effective Association leadership</p> <p>Expand and communicate the scholarship of academic advising</p>	<p>2. Update and recruit members for the commission specifically to insert in commission address book</p>	<p>2. Gather commission member information through listserv and NACADA Events.</p> <p>Compile member information based on areas of interest so that the steering committee can contact individuals interested in assisting with specific commission projects such as research, writing, and webinars.</p>	<p>2. How often is this document viewed monthly?</p> <p>Has the commission submitted an article to a NACADA publication between October 2016-October 2017 (Yes/No)</p> <p>Has the commission submitted proposals for regional conferences (Yes/No)</p>	<p>2. EO assistance with tracking document views (monthly)</p> <p>EO assistance with getting document updated on the NACADA commission website</p>	<p>2. Document will have information with initial person's data gathered from conference and listserv. To increase the address book, reminders will be sent out bi-monthly to gather more data.</p>	<p>Updated address book with commission member information obtained from Nat. Conference in Atlanta (12 added)</p>	<p>Will recruit interested individuals at commission meetings/CIG fair at annual conference.</p> <p>Will work with commission to get individuals from different regions that would represent and recruit members at the region conferences.</p>

3. Expand and communicate the scholarship of academic advising	3. Submit an official commission name change request	3. Define who we are and what we want to accomplish as a commission Gather rationale and suggestions for goals through listserv. Write rationale Follow steps on 'Unit Name Change Procedures' listed on the NACADA website.	3. At the CIG Division Meeting, is the name change vetoed <u>or</u> voted on at the annual meeting (March 2017)?	3. CIG Division Representatives and Division Liaison to the EO will receive email with rationale	3. If vetoed at annual meeting, discuss with Division Reps as to why and begin again with rationale with commission members support	Name Change was approved to the Distance Advising for Online Education (DAFOE) commission in 2017.	No further action needed.

<p>4. Promote the role of effective academic advising in student success to college and university decision makers</p> <p>Pursue innovative technology tools and resources to support the Association</p> <p>Expand and communicate the scholarship of academic advising</p>	<p>4. Create and publish sections of an interactive online guidebook to the commission site.</p>	<p>4. Gather information from commission members to determine what is essential to know for new advisors in online-distance advising. Information will be gathered via listserv and commission meeting at annual conference</p>	<p>4. Webinar hosted on this topic (Yes/No)</p> <p>Region IV conference proposal submitted on this topic (Yes/No)</p> <p>Three sections of guidebook published to site before mid-year report in August 2017 (yes/no)?</p>	<p>4. May collaborate with technology in advising commission for tips on tools useful for online students</p>	<p>4. This guide will be a work in progress with continuous information being added and updated. The chair and the steering commission will be responsible for updating this information in a timely manner.</p>	<p>This is pending a draft of tutorials and what we want them to look like as a commission.</p>	<p>Team lead changes may be necessary pending job duties.</p> <p>Gather information from new members based on current draft to see if additional information/ideas could be adopted.</p>
<p>5. Pursue innovative technology tools and resources to support the Association</p> <p>Expand and communicate the scholarship of academic advising</p>	<p>5. Create a Commission Facebook Group</p>	<p>5. Create Facebook Page</p> <p>Add E. Shaffer as Admin to group</p>	<p>5. Page created (Yes/No)</p> <p>Likes reach 100 persons by Oct. 2017 conference (Yes/No)</p> <p>At least one post to the page per month (Yes/No)</p>	<p>5. May collaborate with technology in advising commission on technology tools and post to page</p>	<p>5. Time management will be the issue and maintaining webpage. Steering committee will be tasked with information to present on Facebook page</p>	<p>Page pending</p>	<p>Page was pending name change and is now pending Admin. And new NACADA logo (if can use/not use)</p>

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