

Division Unit Report for the Advisor Training and Development Commission Submitted by Rebecca Hapes

Please complete **Columns 1 through 6** and return by **November 1, 2017**, 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.

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)
Expand and communicate the scholarship of academic advising & Provide professional development opportunities that are responsive to the needs of advisor and advising administrators	Host Commission Sponsored Webinar(s)	Continue to utilize ad-hoc groups created during AY15/16 and submit remaining webinar proposal (N=3 ad hoc groups) 1) Compassion Satisfaction/Burn out; 2) Advising as a Career/ Professionalization of Advisors; 3) Utilizing Data and Analytics for Advisors	1. Were webinar proposals submitted? (yes/no) 2. If yes, were the proposals selected for the webinar series? (yes/no) 3. If yes, was the webinar conducted during 16/17AY? (yes/no)	Potentially collaborate with other CIG chairs with relevant interest to co-sponsor/present the proposed data analytics webinar Collaboration with the Webinar Advisory Board & other ATD Steering Committee members	Webinars may be perceived as time consuming by potential panel members, potential speakers/panel members may not perceive their expertise in an area as sufficient for a webinar	1. YES : 3 Ad-hoc groups formed during the AY15/16, of those, 2 of the 3 have submitted webinar proposals (as of 6.15.17) 2. YES ; 1 proposal has been selected for the 16-17AY webinar series; 1 proposal has been selected for the 17-18 webinar	Continue working groups (n=2) to prepare for webinars for AY17/18 and potentially beyond FOR AY17/18 – Is proposed webinar currently under submission approved for a webinar (YES) and successfully offered (Yes/No) For AY18/19 (or potentially beyond)

						<p>series (November 2017 broadcast: <i>Building Advisor Competency: Developing a Profession of Advising through Training, Development, and Scholarship (DW78)</i>) Commission Sponsored Webinar</p> <p>3. YES: For AY16/17: ATD- Commission sponsored webinar hosted September 15, 2016: <i>Raising compassion Satisfaction in Academic Advising: Practical Strategies for Dealing with Complaints</i></p>	<p>Is the 3rd ad-hoc committee still considered viable and the topic relevant? (Yes/No) If Yes, Did 3rd ad-hoc committee submit proposal to offer webinar (Yes/no) and was it selected (Yes/No) and successfully offered (Yes/No)</p>
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Expand and communicate the scholarship of academic advising	<p>Submit for publication to NACADA venues on topics related to Advisor Training and Development</p> <p>--Goal = 3 AAT commission sponsored submissions to ATD during 16-17AY (increase from 2 in 15/16AY)</p>	<p>1.Utilize opportunity for commission-sponsored submission for Academic Advising Today (AAT) publication; (Call for submissions due 1 month prior to publication deadline, send for ranking to steering committee, notify at least a week prior to deadline & encourage others to submit)</p> <p>2.Send reminders regarding submission deadlines for the NACADA Blog, AAT, the NACADA Journal, regional conferences and the annual conference (listserv, Facebook, membership list)</p>	<p>1. Did commission members submit for ATD commission sponsored consideration for AAT? (Yes/No)</p> <p>2. Did Steering Committee (or select sub-committee) rank (if needed) in a timely manner by deadline established? (Yes/No)</p> <p>3. Did selected publication submit to AAT? (Yes/No)</p> <p>4. Was article accepted for publication for AAT? (Yes/No)</p> <p>5. Were reminders sent out for submissions deadlines? (Yes/No)</p>	Steering Committee for ranking assistance if multiple submissions		<p>1. 12/16 AAT – 1 submission; 3/17 AAT – 1 submission; 6/17 AAT – 1 submission 9/17 AAT – 3 submissions</p> <p>2. 12/16 – N/A; 3/17 – N/A; 6/17 – Yes;</p> <p>3. 12/16 – Yes; 3/17 – Yes 6/17 – Yes; 9/17 – Yes</p> <p>4. 12/16 – Yes; 3/17 – HELD for June 2017 edition; 6/17 – Yes, 2 articles accepted, one from 3/17 submission and one from 6/17 submission); 9/17 – Yes</p> <p>5. 12/16 – Yes (ATD listserv & FB); 3/17 – Yes</p>	<p>Utilize DRAFT emails and delay delivery emails for preparing messages to listserv and EO (to Elisa & Michele) requests to ATD membership list for reminders about upcoming AAT submissions for ATD sponsored process</p> <p>Utilize prepped and scheduled FB posts for announcing these upcoming deadlines and reminders</p>
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						<p>(ATD listserv & FB); 6/17 – Yes (ATD listserv, membership & FB); 9/17 – Yes (ATD listserv, membership & FB)</p> <p>--Goal met. Had 6 total AAT submissions for commission sponsorship during 2016-2017</p>	
Expand and communicate the scholarship of academic advising	Create ad-hoc committee to update resources section of Advisor Training and Development Commission website	<p>-Send message to membership, listserv, and those who expressed an interest at annual requesting volunteers</p> <p>-Solicit lead for ad-hoc committee</p> <p>-Request submissions of favorite/relevant articles/resources in order to populate the resources page</p> <p>-Work with Elisa in EO to update website as items are received</p>	<p>1. Was information about this project sent to membership, listserv and volunteers? (Yes/No)</p> <p>2. Was a project lead identified? (Yes/No)</p> <p>3. Were articles/resources submitted? (Yes/No)</p> <p>4. Were articles sent to EO and posted on website?</p>	<p>ATD membership</p> <p>Elisa Shaffer in EO for membership list</p> <p>ATD Listserv</p> <p>Steering Committee</p>		<p>1. Yes – All media formats</p> <p>2. Hapes lead on project</p> <p>3. Yes – individuals submitted resources (deadline of 2/28/17 to submit to Hapes)</p> <p>4. Yes – Information compiled in word</p>	<p>--Continue to utilize EO staff to link appropriate resources on the ATD website for individuals with training & development responsibilities; cross link with clearinghouse and redirect to resources listed there</p> <p>--Perhaps utilize another workgroup for additional</p>

			(Yes/No)			document and submitted via email to EO, with cc to Dawn Krause, who is in charge of NACADA Clearinghouse , as of 6/13/2017, information is pending website updates	training resources such as icebreakers, case studies, example advising program models, etc for member use
Provide professional development opportunities that are responsive to the needs of advisor and advising administrators & Develop and sustain effective Association leadership & Create an inclusive environment within the Association that promotes diversity	1.Maintain an active Steering Committee that is responsive to commission needs and goals 2.Ensure representation of all regions within Steering Committee as Regional Representatives	1.Contact 2015-2016 Steering Committee members to confirm their interest to continue serving 2. Contact volunteers from 2016 annual to confirm their interest in serving on Steering Committee for 2016-2017 year 3. Send DRAFT 2016-2017 goals to updated Steering Committee members 4. Work with Steering	1. Were previous Steering Committee members contacted? (Yes/No) 2. Were volunteers from 2016 annual contacted? (Yes/No) 3. Did 2016-2017 Steering Committee members see and have an opportunity to provide input on the DRAFT goals before submission? (Yes/No) 4. Were deadlines created for goals?	EO to communicate to Commission membership (rather than via the listserv), Current Steering Committee Members & those who have expressed an interest in serving on the Steering Committee		1. Yes – 2015-2016 Steering Committee Members were emailed 10/14/2016 2. Yes – volunteers from 2016 annual conference were emailed 10/14/2016 3. Yes – draft Post conference report sent with 16-17AY goals to Steering Committee for review, edits and	Continue to regularly communicate with Steering Committee, suggest minimally quarterly communication; Steering Committee members are engaged and enthusiastic about commission and desire to assist in accomplishing the goals

		<p>Committee members to develop timelines for goal completion, as appropriate</p> <p>5. Chair to communicate with Steering Committee quarterly, or more often as needed</p> <p>6. Solicit volunteers for open Regional representative spot(s)</p>	<p>(Yes/No)</p> <p>5. Was there, at a minimum, quarterly communication from the chair to the Steering Committee? (Yes/No)</p> <p>6. Do all regions have representations? (Yes/No)</p> <p>7. If no, was a solicitation sent? (Yes/No)</p>			<p>comments; requested feedback on/before 10/21/2016</p> <p>4. Yes – each project had associated deadlines</p> <p>5. Yes</p> <p>6. Yes</p> <p>7. N/A</p>	
<p>Provide professional development opportunities that are responsive to the needs of advisor and advising administrators</p>	<p>Create ad-hoc committee to complete needs analysis of those who have responsibility for advisor training and development on institutions.</p> <p>Look at what individuals in that role and/or have that responsibility indicate they need to effectively train others that are not currently being met with existing NACADA resources</p>	<p>1. Contact Steering Committee members to solicit volunteers for this ad-hoc committee.</p> <p>2. ATD Chair appoint lead/chair for ad-hoc committee</p> <p>3. Long range plan (anticipate ~5 year implementation plan) created to fill in identified and perceived gaps with programming or resources, as ad-hoc committee</p>	<p>1. Was an ad-hoc group created (Yes/no)?</p> <p>2. Was a project lead/chair identified (Yes/No)?</p> <p>3. Were gaps identified (Yes/No)/</p> <p>4. Was a plan created (Yes/No)?</p>			<p>1. Volunteers were solicited when draft goals were sent to Steering Committee on 10/14/2016.</p> <p>2. ATD Chair has appointed Theresa Hitchcock as chair of this ad-hoc committee</p> <p>3. Yes - Perceived gaps were</p>	<p>Continue with creation and implementation of long-term plan and use of this ad-hoc committee in AY17-18 and beyond for accomplishment of these goals.</p>

	and programming?	deems appropriate				<p>identified during 2016 annual conference at ATD Commission mtg, ATD Hot Topics mtg, and in multiple informal conversations surrounding this topic</p> <p>4. Plan in creation as of 3/24/17. Hot topic session submitted as part of a long term plan to address this for 2017 NACADA annual conference to discuss this as part of a larger ATD conversation.</p>	
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