

## Division Unit Report for the Technology in Advising Commission

### Submitted by Sarah Howard, [howard.933@osu.edu](mailto:howard.933@osu.edu)

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 Liaisons Jennifer Joslin (jejoslin@ksu.edu) and Dawn Krause (dawnkrause@ksu.edu). Please copy your unit's CIGD Steering Committee Member as well. Thank you!

<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 2017 report)</b>	<b>Future action(s) based on data (Data-informed decisions) (Only completed in August 2017 report)</b>
Provide professional development opportunities that are responsive to the needs of advisors and advising administrators	For the 2017 annual conference in St. Louis, we will be creating a "Tech Lab", a series of mini-sessions designed to give advisors tools and information about technology that can be used either in their advising practice or for their own professional development. Ideally, we will have about 10 different session topics, each mini-session occurring within a 25 minute timeframe (so, 2 per	We will need to have a designated space with technology capabilities (screen and projector) in the conference facility for these mini-sessions to take place. We will also need presenters to demonstrate the technologies. Some of the presenters may be identified through the annual proposal review process.	The outcome will be measured by whether or not the "Tech Lab" occurs at the conference. Additionally, we will ask for attendee feedback regarding the usefulness of the sessions. It would also be interesting to follow-up with attendees several months after the conference to see whether they are using the technology they learned about on a regular basis/how it has impacted their work.	Rhonda Baker in the EO and the St Louis Conference Committee	This is a large task to take on, as it essentially is going to require coordinating 10 different presenters during one of the conference days. By starting to plan this outcome now, we can hopefully anticipate and address any challenges as we prepare for the 2017 annual conference. We will need to identify presenters early (similar timeframe to annual concurrent session	The Tech Labs will be happening in St. Louis. We are still finalizing a few presenters, but we have a space and technology reserved. We requested \$350 from the CIGD to cover the cost of A/V and were approved.	Depending on the feedback and attendance at these sessions in St. Louis, we will evaluate whether this is something we would like to try again. If we are going to do them again, I would recommend having Tech Labs be a type of proposal that folks could submit

	concurrent session time slot).				reviews) and ensure that the presenters are able to attend the conference. Additionally, we need to make sure that the room where we will hold these mini-sessions has technology capabilities.	There will be several sessions held each day of the conference.	to (like Poster, Panel, etc) through the online portal.
Develop and sustain effective Association leadership	Steering committee members run for Technology in Advising Commission Chair and/or continue on steering committee; add new steering committee members	Encourage current steering committee members to run for commission chair, identify new steering committee members, find ways to incorporate current steering committee members into meaningful commission service	Steering committee members run for chair position and/or continue on steering committee; involve new members in steering committee			John Sauter, who has been on the Steering Committee for two years, was elected as next chair. We sent out an email in the spring to recruit more members to the Steering Committee and received a large response.	

<p>Provide professional development opportunities that are responsive to the needs of advisors and advising administrators</p>	<p>Curate web resources for basic “how to” of technology advisors use (Excel, Outlook, Adobe Pro, social media, etc) to aid in advisor training and/or development of technology competency</p>	<p>Create Youtube playlists for video content about particular topics; seek input for good training videos or articles from steering committee and commission membership; promote access to these resources through NACADA web site and commission social media/listserv/email communication</p>	<p>Playlists are created on YouTube; track usage data/analytics</p> <p>Enhance Resources section of commission web page; track usage data/analytics</p>			<p>We have discussed some possible topics to include in this resource, but due to dwindling numbers on the Steering Committee mid-year, did not make much progress on this goal. Additionally , I was unable to track down the YouTube account information for our Commission ’s YouTube channel.</p>	
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<p>Promote the role of effective academic advising in student success to college and university decision makers</p>	<p>Create opportunities for advisors and advising administrators to connect about enterprise-level campus systems</p>	<p>Create a database of advisors/advising admins who are interested in talking to others about enterprise-level campus systems (pros/cons, questions to ask prior to implementing, challenges of implementation, ethics of data use, etc)</p>	<p>Possibly host Zoom meeting(s) around these topics</p> <p>Track access/usage of database</p>	<p>Advising Administration Commission</p>		<p>Karen Higgs from Georgia College developed a basic Qualtrics survey to start the database, but that link has not been sent out to the membership .</p>	<p>I think there is still a need to find a way to connect folks who have implemented enterprise-level campus solutions and those who are looking to do so. We should finalize the Qualtrics survey and send it out to the commission membership. Perhaps starting with a Zoom meeting of those who might be interested in talking with each other could be a good starting point.</p>
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