ONACADA | THE GLOBAL COMMUNITY FOR ACADEMIC ADVISING

Advising Community Division Report 2018-2019
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Please complete Columns 1 through 6 and return by November 15, 2018.

Columns 7 and 8 are completed for the progress report due August 15, 2019. Please send your report to Executive Director, Charlie Nutt (cnutt@ksu.edu); President, Karen Archambault (karchambault@rcbc.edu); and Vice President, Erin Justyna (erin.justyna@ttu.edu)

1. **NACADA Strategic Goal(s)** *(List strategic goal(s) related to the outcome)*	2. **Specific desired outcome** *(What you want to occur as a result of your efforts; what you want someone to know, do, or value)*	3. **Actions, activities or opportunities for outcome to occur** *(What processes need to be in place to achieve desired outcome)*	4. **Outcome measurements & related data instrument(s)** *(How will you specifically measure the outcome and with what instruments? e.g. survey, focus group)*	5. **Other groups or individuals (if any) to connect with in achieving this outcome** *(List opportunities for collaboration with other groups)*	6. **Challenges (if any) anticipated in achieving this outcome** *(How will you address issues that arise as you work to achieve the outcome?)*	7. **Progress toward achieving outcome** *(Only completed in August 2019 report)*	8. **Future action(s) based on data** (Data-informed decisions) *(Only completed in August 2019 report)*
Goal #7: Expand the use of innovative technology tools and resources to support the work of the Association.	The Division Reps and EO Liaison will work with explore development of automated communication to engage membership when they join and/or change membership into an AC

The Division Reps and EO Liaison will work with AC Chairs to effectively communicate with | The Division Reps and EO Liaison will explore technology options once the new system is implemented in fall 2018/early spring 2019

The Division Reps and EO Liaison will work with AC Chairs to create a | Is the automated system or alternative communication plan put into place (Y/N)? Does the newly implanted system have some other automated messaging capability? (Y/N)

There will be fewer e-mails regarding who is responding to which questions, when, and how. | EO Staff – for technology

AC chairs – for individualized messaging to their membership

Cluster Reps – to assist with coordination | Since this will be a newly implemented technology, learning its full and robust capabilities will initially be challenging.

Additionally, working with each chair to provide personalized and timely messaging for new members may be a challenge, simply given the number of AC | Delays with implementation of Protec in EO delayed the start of this goal this year. | Recommend to work on this goal for 2019-2020 year. |

	membership prior to Annual Conference and other key events throughout the year for continual member engagement	communications plan that compliments existing communication strategies within the EO. ▪▪▪▪▪▪▪▪▪▪▪	There will be fewer listserv e-mails sent out, and e-mails will be more comprehensive on their information.		Chairs.		
Goal #2. Provide professional development opportunities that are responsive to the needs of advisors and advising administrators	Review the organization of AC business meetings and sponsored sessions at the Annual Conference to determine most effective configuration for membership participation and engagement.	The Division Reps and EO Liaison will work with the Annual Conference Advisory Board & relevant EO Staff (namely Farrah and Dayna) to discuss how to best obtain historical data to assess membership, attendance, and make a well informed decision related to scheduling Develop a working group with the Cluster Reps	Determine if any adjustments need to be made (Y/N) Determine if any adjustments can be made (Y/N) Were adjustments made that could be made (Y/N) Is additional data needed for further discussion (Y/N) and if so, what data is needed?	Annual Conference Advisory Board EO Staff (Farrah & Dayna, specifically) Cluster Reps	There are a limited number of conference sessions spaces available for business meetings and sponsored sessions to be held during annual conference. Even if data indicate that changes should be made, it may not be possible to create a perfect, overlap-free schedule, or even one that minimizes the current overlap reported by some members. Any modification made could cause unintended overlap with another segment of the membership. ▪▪▪▪▪▪▪▪▪▪▪▪▪▪	Feedback obtained regarding overlap from Division Reps and Cluster Reps, and membership data was obtained to look at empirical evidence for membership overlap between groups to assist in a data-driven process. A small working group was established to address this issue and it was determined that a request would be made to the Annual Conference Advisory Board EO Staff, but that the issue was one seemingly affecting a small number of individuals.	Continue to monitor anecdotal feedback from chairs, membership, and cluster reps. Periodically review membership overlap if/when this issue arises again to determine if this needs to be reviewed again in the future.

						Requests were made by the Division Reps.	
Goal #6: Engage in ongoing assessment of all facets of the Association	Conduct a comprehensive review of the ACD Fair.	-Establish clear and formal goals for the ACD Fair. -Assess the viability of the ACD Fair as an activity -If the decision is made to continue the ACD Fair, in what ways can the fair experience be digitized and the information shared be made more accessible to more/all members?	-ACD Fair was determined to be a viable AC activity (Y/N) -If yes, clear and formal goals are established for the ACD Fair (Y/N) -A method of internal assessment is established for chairs to review the effectiveness of the ACD Fair as it meets their chair needs and the established goals (Y/N	Cluster Reps in working groups; Council for input	It will be challenging to obtain a consensus around the idea of the ACD Fair, as preliminary polls indicate it means different things to different people and goals among AC's vary	Workgroup created to develop a plan to access ACD Fair at Annual Conference each year for Continuous Improvement. Workgroup developed following goals and benchmarks: Fair Goal #1: Provide new conference attendees and attendees who want to get involved in NACADA the opportunity to meet with AC Chairs and to learn about involvement opportunities. *Benchmarks for assessment:* • Attendees learn about	After Annual this year, it would be up to a new working group to design and execute assessment plans/strategies for 2020. We foresee that there could be an exit survey designed for people to take a quick survey after walking through the posters (maybe with prizes for completion!) or items added to the post-conference survey sent out to all attendees.

						volunteer opportunities. • Attendees learn about leadership opportunities. • Attendees learn about collaborative/scholarship opportunities--Examples include conference proposals, online discussions, and publications. Fair Goal #2: Provide conference attendees the opportunity to learn about the Division overall. *Benchmarks for assessment:* • Attendees learn about the Division's primary focus on helping advisors help students. • Attendees learn about how they select their four ACs and are more	

						aware of the ones they selected.	
Goal #1: Expand and communicate the scholarship of academic advising	Finalize sponsored session process.	The Division Reps and EO Liaison will work with the Annual Conference Advisory Board & relevant EO Staff (namely Farrah and Dayna) to discuss and finalize the process to determine what methodology will work best for task efficiency for both the AC Chairs and for the Conference Planning Committee.	Was the process finalized in time for implementation for proposals for 2019 annual? (Y/N)	Annual Conference Advisory Board EO Staff (Farrah & Dayna, specifically)	Scheduling the necessary individuals for a meeting prior to when decisions need to be made and implemented will/may be challenging	Meeting on 11/14/18 to discuss process for 2019 annual and beyond Determined that AC Chairs would select up to 2 sponsored sessions when they reviewed the feedback of AC reviewers in a process similar to past sponsorship session, but with a numerical limitation of 2 sessions per AC	New process to be implemented for 2019 Annual Conference We will look at creation of policies that prohibit Chairs sponsoring their own session proposals in the future.

Goal #5: Develop and sustain effective Association leadership.	Structure Clear, Consistent, and Transparent Expectations for Cluster Representative Role	Training materials and communication to Cluster Representatives will need to be more explicit regarding the expectations of their role. Provide support materials such as communication templates, timelines, calendar, and rubrics	100% of Cluster Reps are in attendance at the 2019 Annual Meeting	The ACD Chairs will be very helpful in communicating their needs to the Cluster Reps; frequent needs/issues not already incorporated into the timeline or discussed within the communication plan can be discussed and addressed to be assistance for future Cluster Reps	Part of Cluster Rep rubrics might need to involve communication plans for individuals who are unresponsive, do not meet expectations, and/or a process for removing an inactive or Ineffective Cluster Rep.	Division Reps successfully drafted a rubric for Cluster Reps' expectations and responsibilities. Cluster Reps reviewed rubric, provided feedback, and supported implementation. Division Reps also conducted the first training for new Cluster Reps this summer.	Division Reps will continue to conduct training and onboarding of new Cluster Reps in future terms.
Goal #5: Develop and sustain effective Association leadership.	Expand upon ACD Chair Training content (Summer Onboarding and during Annual Conference) -Development of model/template agenda for ACD Chairs to utilize for running a business meeting at annual conference -Provide a glossary of common NACADA terms to ACD Chairs at the Fall training (or prior to)	Obtain sample business meeting agenda utilized Create a 'best practices' or 'template' for training and chair utilization Develop a list of common NACADA terms and define them for someone relatively new to NACADA leadership	Samples obtained from previous chairs (Y/N) Template and/or best practices model shared with current ACD Chairs (Y/N) Template and/or best practices model linked on ACD Chair Resources website (Y/N) List of NACADA common terms generated (Y/N)	Outgoing ACD Chairs Cluster Reps	Compilation of Business Meeting Agendas Determination of 'best practices' since each AC has their own needs and unique style, history, and practice	A small working group was established to create example(s) of business meeting agendas, create 'best practices' for chair use Samples were obtained; Template models were shared with chairs and linked on ACD Chair resources website These resources have been linked on the chair resources website	The ACD team is working to make training resources sustainable so that they do not need to be redone annually, as has been the pattern. We realize training resources/handbook has been created for the ACD Chairs, but a corresponding document does not exist for the Steering Committee /Cluster Reps. Revisit NACADA common terms to determine if the need exists for this

			List of NACADA common terms defined (Y/N)			for training use NACADA Common terms were not fully articulated in a stand-alone document, but frequently used acronyms were discussed during onboarding trainings;	item as a stand-alone document given the current resources provided.