

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

Please complete **Columns 1 through 6** and return by **November 1, 2015**, to Commission & Interest Group Division (CIGD) Reps Karen Archambault, [karchambault@bcc.edu](mailto:karchambault@bcc.edu), and Erin Justyna, [erin.justyna@ttu.edu](mailto:erin.justyna@ttu.edu), with a copy to CIGD Liaison Elisa Shaffer, [elshaffer@ksu.edu](mailto:elshaffer@ksu.edu). Please copy your unit's CIGD Steering Committee Member as well.

Two columns have been added to the November 2015 report form, providing a place to indicate which other units (if any) your group will collaborate with in achieving its 2015-16 outcomes, and what challenges (if any) you anticipate in achieving those outcomes. The Executive Office will compile a summary of the CIGD reports and provide it to all Division chairs for their use in identifying possible areas of future collaboration.

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, 2016.

<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 2016 report)</b>	<b>Future action(s) based on data (Data-informed decisions) (Only completed in August 2016 report)</b>
2. Provide professional development opportunities that are responsive to the needs of advisor and advising administrators & 5. Develop and sustain effective Association leadership	1.Ensure representation of all regions within Steering Committee (Regional Representatives)  2.Maintain an active Steering Committee that is responsive to commission needs and goals	1.Send 2015-2016 goals to Steering Committee members  2. Develop timelines for completion, as appropriate  3.Chair to communicate with Steering Committee quarterly	1.Did action items decided upon occur in the timeframe determined? (Yes/No)  2. Do all Regions have a representative? (Yes/No)	<b>EO to communicate to Commission membership (rather than via the listserv), Current Steering Committee Members &amp; those who have expressed an interest in serving on the Steering Committee</b>	<b>Receipt of volunteer lists from 2015 annual conference from outgoing chair delayed, hindering immediate follow up</b>	<b>1. Communication with past steering committee (listed on website) via email and with those who expressed an interest via the 2015 annual conference via email to determine</b>	<b>*Continue to work with steering committee toward accomplishment of goals in an ongoing basis (at least quarterly communication)</b>  <b>*Continue to solicit steering</b>

		<p>4. Solicit volunteer for open Regional representative spot(s)</p>				<p>interest level in being a member of the 2015-2016 ATD steering committee and/or regional rep; finalized 2015-2016 steering committee &amp; regional rep and updated website through EO accordingly</p> <p>2. Steering committee list updated, missing representation from regions 2, 9 and 10 on steering committee</p>	<p>committee members from all regions and fill vacancies within regional rep areas</p> <p>*Make regional representation on steering committee a specific topic during annual meeting at commission meeting</p>
<p>1.Expand and communicate the scholarship of academic advising</p>	<p>1.Submit for publication to NACADA venues on topics related to AT&amp;D</p>	<p>1.Utilize opportunity for commission-sponsored</p>	<p>1.Did commission members submit for commission-sponsored? (Yes/No)</p>			<p>1. Yes (1 for March 2016 AAT); NO (0 for June 2016 AAT);</p>	<p>2. Submissions for 2016 annual conference</p>

	<p>--1a.Submit minimum of 4 commission-sponsored articles during AY15-16</p> <p>2.Maintain annual conference proposal submission rate (250 submitted for 2015 conference per Hull’s Post-Conference Report)</p>	<p>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 &amp; 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>How many?</p> <p>2.Did Steering Committee (or selected sub-committee) rank 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 submission deadlines? (Yes/No) How many over the year? Via which communication methodologies?</p>			<p>NO (0 for Sept 2016 AAT)</p> <p>2. Yes (for March 2016); NO (0 for June 2016 AAT); NO (0 for Sept 2016 AAT)</p> <p>3.Yes (for March 2016); NO (0 for June 2016 AAT); NO (0 for Sept 2016 AAT)</p> <p>4.Yes (for March 2016); NO (0 for June 2016 AAT); NO (0 for Sept AAT)</p> <p>5. Sent info re: March 2016 AAT deadline (12/1/2015) via FB group, to listserv, and to Elisa in EO for membership</p>	<p>decreased from the 2015 annual conference (from 250 submitted in 2015 to 145 submitted in 2016, a reduction of 42%). However, the annual conference underwent a drastic overhaul of the submission process and modified their submission process into ‘tracks’ for the 2016 year, so comparison data from this year to previous years should be carefully considered in light of this process change.</p>
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						<p>list on 11/13/2015. Internal deadline to be considered for commission sponsored article set for 11/25/15.</p> <p>Sent info re: June 2016 AAT deadline (3/15/2016) to Elisa in EO for ATD membership list &amp; FB page, deadline to send for commission sponsored consideration 2/29/2016</p> <p>Sent info re: Sept 2016 AAT deadline (6/15/16) to Elisa for ATD membership list &amp; FB page, deadline to send for</p>	<p>As of 4/22/2016, it is unknown how many of those submitted proposals have been accepted.</p> <p>Recommendations for 2017 include follow up after annual conference with those who indicate an interest in presenting and regular communication and reminders leading up to the submission deadline to encourage proposal submissions.</p>
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						<p><b>commission sponsorship consideration is 6/1/16, FB Reminder posted 5/27/2016</b></p> <p><b>Info currently scheduled to be sent to ATD membership via scheduled emails to Elisa in EO &amp; scheduled FB reminders for December edition of AAT</b></p>	
<p>1.Expand and communicate the scholarship of academic advising &amp; 2.Provide professional development opportunities that</p>	<p>1.Utilize steering committee to determine viability of commission-sponsored webinar on an AT&amp;D-related topic for AY16-17.</p>	<p>1. By December 2015, decide if commission will host webinar in AY16-17 2.Solicit webinar topics from steering committee</p>	<p>1. Was a decision made to host a commission-sponsored webinar? (Yes/No) 2.If yes, was a topic selected? (Yes/No)</p>	<p><b>Collaboration with the Webinar Advisory Board, Steering Committee Members</b></p>	<p><b>Webinars may be perceived as time consuming by potential panel members, potential speakers/panel members may not perceive their expertise in an</b></p>	<p><b>1. Yes; Solicited volunteers for ad-hoc webinar committee beginning December 2015. In February 2016, ad-hoc</b></p>	<p><b>Working groups should continue to work with Leigh Cunningham on the topical areas for a webinar in the future</b></p>

<p>are responsive to the needs of advisor and advising administrators</p>		<p>(specifically) and membership (or send list of topics selected or highly ranked from the Webinar Advisory Board for selection) [deadline is ~ March '16 for a Fall 2016 event or no later than June 2016 for a spring 2017 event]</p> <p>3.Solicit webinar volunteers from steering committee (specifically) and from membership [deadline is ~ March '16 for a Fall 2016 event or no later than June 2016 for a spring 2017 event]</p>	<p>3.If yes, was a presentation panel or were select panel members identified? (Yes/No)</p> <p>4.If yes, was this information provided to EO (Leigh Cunningham) in a timely manner in order to meet the webinar timeline and considered by the Webinar Advisory Board (WAB)? (Yes/No)</p> <p><b>FOR AY16-17</b></p> <p>5.Was a webinar hosted? (Yes/No)</p>		<p><b>area as sufficient for a webinar</b></p>	<p><b>committee made decision to host a commission sponsored webinar, possibly during spring 2017.</b></p> <p><b>2. During February 2016, topics and potential speakers discussed. In March 2016, solicited topics, ranked and narrowed down those topics. In April 2016, ad-hoc committee selected three topics to pursue and developed working groups in those 3 areas for Webinar Proposal submission.</b></p>	<p><b>(potentially AY 17-18, depending on schedule and timing)</b></p> <p><b>*Consider an ATD webinar sponsorship every 3-4 years, if possible (goal for future commission chair)</b></p> <p><b>*Follow up with commission sponsored sessions to determine if they are interested in potentially transitioning their concurrent session in to a webinar</b></p>
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						<p><b>3. Yes, three topical areas were identified by the ad-hoc committee and include</b></p> <p><b>“Developing as a Professional in Academic Advising”,</b></p> <p><b>“Utilizing Available Data and Analytics for Student Success”,</b> <b>and</b></p> <p><b>“Advisor Self-Care”</b></p> <p><b>Working groups for proposal submission were created for all three areas.</b></p> <p><b>4. Yes.</b></p> <p><b>-Topic of Advisor Self Care is planned for ATD commission</b></p>	
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						<b>sponsored session for September 2016</b> <b>-Topic of Developing as a professional in academic advising webinar proposal was submitted to Leigh 5/18/16 – submission will be first for consideration for AY 17-18 season (as of 5/23/2016)</b>	
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