

## Division Unit Report for the Peer Advising & Mentoring Commission

### Submitted by Megumi Makino-Kanehiro, makino@hawaii.edu

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>
<b>1. Develop &amp; sustain effective Association leadership</b>	<b>1. Succession planning</b>	<b>1a. <u>Megumi MK</u> Nominate steering comm. member as chair</b> <b>1b. Find 5<sup>th</sup> steering committee member to serve as webmaster</b> <b>1c. offer to stay</b>	<b>1a. nomination.</b> <b>1b. identify appropriate individual and have them join board</b> <b>1c. extend offer, obtain commitment</b>			<b>1a. Lisa F (now Lisa Y) was nominated and voted as next PAM chair.</b>  <b>1b. 5<sup>th</sup> Steering Committee member (Julie Larsen) was found</b>  <b>1c. Offer extended</b>	<b>1a. Recommend that succession continue to be planned out</b>  <b>1b. &amp; 1c. It will be up to next Chair how they would like to continue</b>

<p>2. Ensure the effectiveness of the NACADA organization</p>	<p>2. Increase # of proposals submitted for annual conference</p>	<p>2. <u>Lisa F.</u> – send emails -follow up on list of interested send email / reminders to commission and Listserv</p>	<p>2. goal of 45 proposals</p>			<p>2. Actual proposals =19 Keyword sorting might have impacted #s.</p>	<p>3. Plan out for three sets of emails to go out with set dates.</p>
<p>3. Educate University and college decision makers about the role of quality academic advising in higher education</p>	<p>3. Support peer advising and mentoring to support and promote peer advisors in commission</p>	<p>3a. <u>Megumi MK:</u> propose peer advising award – to support travel for peer mentors / cohort to attend NACADA and learn more about advising profession 3b. Talk to Laura, Cynthia and Rebecca 3c. If approved, help to set up and determine criteria</p>	<p>3a. award discussed 3b. criteria set 3c. create survey – distribute to Listserv and commission to determine how many peer advisors have become advisors 3d. Benchmark study: how many peers have attended as graduate students?</p>	<p>See 3b.</p>		<p>3.Idea proposed to awards committee. Currently pending - was added to Award Committee’s proposed discussion topics for upcoming year.</p>	<p>3. MMK is willing to continue working on this, if incoming chair, Lisa Y., would like her to do so.</p>
<p>4. Expand commission scholarship of academic advising</p>	<p>4a. Professional development opportunities,</p>	<p>4a. <u>Phil R:</u> Follow up on list of interested writers / researchers, send out emails to Listserv and Commission members, Follow up and encourage</p>	<p>4a. Groups formed &amp; articles generated from writing and research groups</p>			<p>4a. Many interested writers and researchers identified, but most explained difficulty in finding time for writing and research</p>	<p>4a. Suggestion: use Hot Topics session as working group session and opportunity to match mentors with writers or researchers</p>

<p><b>ADDITIONAL EFFORTS .....</b></p> <p><b>5. 3. Educate University and college decision makers about the role of quality academic advising in higher education</b></p>	<p><b>4b. share information</b></p> <p>.....</p> <p><b>5. No Peer Advising &amp; Mentoring Commission member has been awarded the CIGD award</b></p>	<p><b>4b. <u>Stacy W.:</u> write blog for Peer Advising and Mentoring</b></p> <p><b>4c. <u>Julie L.:</u> review what we have now and add to website</b></p> <p>.....</p> <p><b>5. In Spring 2015 nominate Dana Zahorik for Service to CIGD award</b></p>	<p><b>4b. blog written &amp; posted</b></p> <p><b>4c. contact potential contributors, add additional resources, track # hits, survey what is helpful via Listserv and Commission</b></p> <p>.....</p> <p><b>5. Submit nomination form, obtain letters of recommendation from those who have worked with her</b></p>			<p><b>4b. Pictures gathered and ideas assembled</b></p> <p><b>4c. Online course was proposed as a better alternative, but was not approved at this time. // Access to website was requested but not provided.</b></p> <p>.....</p> <p><b>5. Dana Z. was awarded first Service to CIG Award in Fall 2015</b></p> <p><b>Megumi MK was also nominated by her CIG rep. and received an award as well</b></p>	<p><b>4b. Blog article could still be written at a future time.</b></p> <p><b>4c. Website could still be organized at a future time</b></p> <p>.....</p> <p><b>5. Continue to nominate PAM commission members, as opportunities arise.</b></p>
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<p><b>6. Expand commission scholarship of academic advising</b></p>	<p><b>6. Encourage members to share experiences through Listserv</b></p>	<p><b>6. Attempt to send out prompts on a regular basis to increase traffic</b></p>	<p><b>6. Have a regular stream of email threads active on the PAM Listserv</b></p>			<p><b>6. Increased volume of threads and responses, many generated by Listserv members themselves</b></p> <p>To continue from last year, we tried three times this year to send out Listserv questions – two were not timed well but one was met with fairly good response.</p>	<p><b>6. We have identified a formula that seems to work and can be used for the future: Select one question only (not a group of questions) and post it during a peak time (not during breaks or busy times.)</b></p>
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