

Commission and Interest Group (CIG) Division Unit Report Submitted by Karen Archambault & Erin Justyna

Mission: NACADA promotes student success by advancing the field of academic advising globally. We provide opportunities for professional development, networking, and leadership for our diverse membership.

NACADA Strategic Goal(s)	Specific Desired Outcome	Actions/Activities/ Opportunities for Outcome to Occur	Outcome Measurements & Related Data Instrument(s)	Progress toward Achieving Outcome	Future Action(s) Based on Data
<p>Develop and sustain effective Association leadership</p> <p>Create an inclusive environment within the Association that promotes diversity.</p>	<p>1. To recognize the involvement, leadership, and contributions of the CIG division to both the association and the advising community.</p>	<p>1.1. Continue the efforts re: awards from 2014 and continue to maintain the outcomes from 2014.</p> <p>1.2. Evaluate potential for and provide opportunities for recognition throughout the year.</p>	<p>Deadlines for awards will be clearly promoted and communicated through the CIG Division communication channels.</p> <p>Steering committee will submit at least 2 nominations for 2016 awards</p> <p>CIG division will produce report with available opportunities for recognition throughout the year and make recommendations regarding implementation.</p>	<p>Deadlines were communicated regularly via email, Steering Committee and Social Media</p> <p>Steering committee submitted 4 nominations.</p> <p>Discussed, but not developed.</p>	<p>Continue in future years.</p> <p>Continue use of steering committee to drive/encourage nominations.</p> <p>Revisit as potential 2016-17 goal.</p>

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<p>Develop and sustain effective Association leadership.</p> <p>Provide professional development opportunities that are responsive to the needs of advisors and advising administrators</p>	<p>2. Provide support to assist in leadership succession and maintenance of high level of leadership outcomes. .</p>	<p>2.1 Review and revise current CIG Division Electronic Handbook</p> <hr/> <p>2.2 Training materials provided for all chairs on an ongoing basis throughout the year.</p> <hr/> <p>2.3 Redesign annual training to be inclusive of all chairs, including IG and to be appropriate for all levels of experience including new, continuing, and outgoing</p>	<p>Committee tasked with review of the handbook established.</p> <p>Committee review complete with recommendations for improvements.</p> <p>Improvements completed and revised version posted online.</p> <hr/> <p>Minimum of 5 training “tip sheets” developed and posted to website for use by chairs.</p> <hr/> <p>Annual training is revised to reflect needs of different chairs; feedback from chairs reflects value of improved training. Budget reflects inclusion of IG chairs in funding as appropriate.</p>	<p>Committee developed in late Fall 2015</p> <p>Committee reviewed available materials including current regional handbook.</p> <p>Revised and significantly expanded version of handbook developed, vetted, and finalized. Posted online.</p> <hr/> <p>5 training tips developed and posted online.</p> <hr/> <p>Annual training revised significantly. IG Scholarship developed to support IG Chair attendance at annual conference. 1 applicant by submission of this report.</p>	<p>Recommend review every 3 - 5 years.</p> <hr/> <p>Continue adding training tip sheets as needed. Potential goal of developing assessment of sheets including use and effectiveness.</p> <hr/> <p>Next steps to be determined based upon feedback from revised training after annual conference.</p>
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<p>Develop and sustain effective Association leadership.</p> <p>Engage in ongoing assessment of all facets of the Association</p>	<p>3. Evaluate contributions of chairs and steering committee to determine efficacy to encourage continued leadership or to encourage changes of course in action.</p>	<p>3.1. Publish chair expectations and measure chair efficacy to these minimums</p> <p>3.2. Publish steering committee expectations and measure efficacy to these minimums</p>	<p>Chair expectations are published to website. Rubric is developed and provided to steering committee to evaluate chairs and develop support plan where needed.</p> <p>Steering committee expectations are published to website. Rubric is developed and provided to chairs to evaluate their steering committee member. CIG reps develop support plan where needed.</p>	<p>For both outcomes:</p> <p>Working committee developed to develop and formalize rubric. Committee determined that “checklists” of expected behavior, rather than more formal rubrics, were more appropriate. Under review by Steering Committee in August 2016. To be posted to websites on leadership page prior to annual conference.</p>	<p>For both outcomes:</p> <p>Revisit periodically to determine if expectations remain appropriate. Continue to evaluate support provided by CIGD Reps to Steering Committee and by Steering Committee and Reps to Chairs to ensure that it matches expectations.</p>
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<p>Develop and sustain effective Association leadership.</p> <p>Engage in ongoing assessment of all facets of the Association</p>	<p>4. Improve transparency of CIG division</p>	<p>4.1 Publish strengths of steering committee members to all chairs to encourage use of steering committee as resource for various needs.</p> <hr/> <p>4.2. Encourage all current chairs to consider positions on steering committee or as CIG appointed representative.</p>	<p>Each steering committee's profile and experience is available via the web and is distributed to all chairs.</p> <hr/> <p>All chairs receive at least 3 messages related to open positions encouraging them to be considered for open positions.</p> <p>Steering committee selections are made based upon predetermined needs for steering committee balance -- based upon how well individuals meet those needs. Same is shared with membership.</p>	<p>Information was requested, collected, and posted to the web.</p> <hr/> <p>All chairs received multiple messages via email and social media.</p> <p>Steering Committee selections AND CIGD representative recommendation made via blind review based upon pre-determined criteria. All shared with all Chairs.</p>	<p>Reps hope to distribute the Information to all chairs by the end of October.</p> <p>This information will require yearly update.</p>
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Reporting Due Dates: Columns 1 through 4 are to be completed by November 1 each year; columns 5 and 6 are to be completed by August 15 each year.

