

## Division Unit Report for the Commission and Interest Group Division Submitted by Rebecca Cofer and Erin Justyna

Please complete **Columns 1 through 6** and return by **November 1, 2016**, to Commission & Interest Group Division (CIGD) Reps Rebecca Cofer, [rcofer@abac.edu](mailto:rcofer@abac.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.

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, 2017.

<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>
Develop and sustain effective association leadership.  Engage in ongoing assessment of all facets of the association.	1. NACADA leaders (and members) will be able to navigate easily through and understand divisional information on CIGD related NACADA webpages.	1.1. A task force of CIGD Representatives, CIGD steering committee members, and C/IG chairs will complete an initial assessment of information on and usability of all CIGD related webpages.  1.2 The task force will compile a list of recommended changes/updates to be sent to EO Liaison.	The task force will serve as a focus group to provide feedback on the CIGD webpages' usability prior to and after changes.	EO Liaison Elisa Shaffer  Divisional representatives from Regional and Administration will be consulted regarding findings and recommended changes from CIGD task force.	EO support time and priorities. Also, new NACADA website implementation. We will work with a timeline that is appropriate for EO Liaison.  Task force time. We will allow for flexibility in deadlines.	Task force was developed, met multiple times, and provided feedback to EO Liaison about recommended changes/updates. Some of those changes were made, some were put on hold until the restructure vote as to	Reps, steering committee members, and chairs will continue to provide feedback to EO over time and if restructure vote passes.

						avoid duplication of efforts on pages that would require additional changes should the vote pass.	
<p>Develop and sustain effective association leadership</p> <p>Create an inclusive environment within the association that promotes diversity.</p>	<p>2. To promote and support the involvement, leadership, and contributions of diverse leaders in the CIGD.</p>	<p>2.1 A plan for marketing and communication will be developed to ensure nominations for elected positions, task forces, and CIGD related awards are approached within a frame of inclusivity and diversity.</p> <p>2.2 The demographic profile of current and newly elected (2017 election) leadership will be assessed and a benchmark set to allow us to aim for a percentage increase in the next election cycle.</p>	<p>Whether or not a plan was created and implemented will be the measure.</p> <p>In year one, the measure will be that demographics were reviewed and benchmarks set. In year two, percentage increase of diversity among</p>	<p>CIGD Steering committee and chairs</p> <p>NACADA EO, Membership committee</p>	<p>Identification of potential leaders is just one step. Diverse individuals have to be willing and able to accept tasks and nominations. We will provide support, encouragement, and training.</p> <p>Located data, if it exists, on the CIGD leadership. We will work with the EO and/or membership committee to determine what is possible.</p>	<p>Subcommittee group was selected and began meeting to discuss approaches. Began meeting in Nov 2016 and had 5 meetings total. The main idea developed was a mentorship program in the CIG with diversity key. Group met multiple times through June of 2017. Group paused the committee as the Division Restructure was taking up</p>	<p>Group agreed to reconvene once the restructure was completed. We also will be checking with ELP to make sure efforts aren't duplicated with a mentor program.</p>

			CIGD leaders will be measured.			most time for the Division.	
<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>3. Support leadership succession and maintenance of high level of leadership outcomes by providing ongoing professional development opportunities for CIG leaders.</p>	<p>3.1 Training materials provided for all chairs on an ongoing basis throughout the year.</p> <p>3.1 Engage in a thorough assessment of changes made to 2015-2016 chair training.</p>	<p>Minimum of 2 training “tip sheets” developed and posted to website for use by chairs.</p> <p>Annual training is found to be effective or revised to reflect needs of different chairs; feedback from chairs reflects value of improved training.</p>	<p>Steering committee and other members to provide content for training sheets</p>	<p>Time consuming. No other impediments.</p>	<p>Training was held throughout the summer via Zoom, through documents on the NACADA CIGD webpages, and at annual conference.</p> <p>Assessment of changes made to the 2015-2016 chair training was completed and training schedule modified based on that feedback – less Zoom meetings</p>	<p>Assessment of annual conference training was gathered and will be used to prepare for the next annual trng. Reps will begin using this data to prepare in Spring 2018.</p>

						during busy summer months were held this year.	
<p>Develop and sustain effective Association leadership.</p> <p>Engage in ongoing assessment of all facets of the association.</p>	<p>3. Assessment of current structure of CIGD, particularly in regard to the needs/purpose of commissions versus interest groups and how that relates to the structure and needs of the association as a whole.</p>	<p>3.1 Work alongside board and other council representatives to assess current structure and create a plan and timeline for recommended changes.</p>	<p>Recommendations made for re-alignment/re-envisioning as appropriate.</p>	<p>Board of Directors, Council Reps, EO Director and Liaisons</p>	<p>This will be long, challenging work. We will seek guidance from the EO and Board of Directors.</p>	<p>A task force was created, reviewed peer organizations, and worked throughout the year to collect feedback from members at all levels and a proposal for a restructure of the CIGD was created.</p>	<p>The proposal will be sent out to all CIGD members ahead of Annual Conference for feedback. A final proposal will be brought to vote at Annual Conference.</p>