## Division Unit Report for Distance Advising for Online Education

Submitted by Tara Maroney

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 ACD Reps: Rebecca Hapes (rhaps@tamu.edu), Kyle Ross (kwross@wsu.edu) and EO Liaison Dawn Krause (dawnkrause@ksu.edu). Please copy your unit’s Steering Committee member (Cluster Rep) as well. Thank you!

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<thead>
<tr>
<th>1. NACADA Strategic Goal(s)</th>
<th>2. Specific desired outcome</th>
<th>3. Actions, activities or opportunities for outcome to occur</th>
<th>4. Outcome measurements &amp; related data instrument(s)</th>
<th>5. Other groups or individuals to connect</th>
<th>6. Anticipated challenges</th>
<th>7. Progress toward outcome (Complete in August 2019 report)</th>
<th>8. Future action(s) based on data (Data-informed decisions) (Complete in August 2019 report)</th>
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<td>Expand the use of innovative technology tools and resources to support the work of the Association. Expand and communicate the scholarship of academic advising.</td>
<td>Outcome 1: Update the Distance Advising for Online Education page to more accurately reflect the resources available to distance advisors.</td>
<td>Review other AC pages to see what content others showcase and what we may want to add. Find Clearinghouse and other online resources to include on page. Work with steering committee to review information, add content and make updates.</td>
<td>Was the webpage updated? Were additional resources added?</td>
<td>Distance Advising for Online Education Steering committee Other ACs that have unique/interesting content, as needed, for feedback Executive office for web updates.</td>
<td>Made content updates in January 2019. Added “spotlight series” information in February.</td>
<td>Continue to review to make additional updates as appropriate.</td>
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| Outcome 2: Create a vibrant steering committee | Create subcommittees to work on the goals for the AC  
Meet regularly via Zoom and communicate via email to keep steering committee members engaged and apprised of ongoing projects | Did the steering committee have four meetings during the year?  
Were subcommittees/groups form to work on projects? | Distance Advising for Online Education  
Steering committee  
Scheduling challenges during busy advising times | Held two meetings as well as email correspondence throughout the year.  
Subcommittees were formed. | Need to reconvene conversations with the steering committee. |
| --- | --- | --- | --- | --- | --- |
| Expand and communicate the scholarship of academic advising  
Outcome 3: Develop a strategic communication plan for the AC that engages the members and can be easily replicated in future years | Review the NACADA calendar for set dates and events that require communication to the AC  
Determine the modes of communication (Facebook, Listserv, email) to best send specific messages to the AC  
Draft messages for events, deadlines, etc. that the AC wishes to communicate to the community | Was a plan created that included regular, recurring points of communication to membership?  
Has an implementation strategy been put in place to use the communications plan moving forward? | Distance Advising for Online Education  
Steering committee | No progress has been made on this goal to date.  
Work with the steering committee to see if anyone is willing to spearhead this project. |
| Provide professional development opportunities that are responsive to the needs of advisors and advising administrators  
Outcome 4: Host two online “Spotlight Series” web discussions | Form steering committee subcommittee to work on “spotlight series” web discussions for the year  
Determine topics and presenters that would appeal to the Distance Advising community  
Set dates and host events | Were two “spotlight series” web discussions planned and hosted between October 2018 and September 2019?  
Were topics relevant to AC membership  
Track attendance  
Get feedback from AC members about topics and web discussions | Distance Advising for Online Education  
Steering committee  
Thought leaders within the AC | Hosted “Full-time Telecommuting: an option for Academic Advising on February 7 and it reached, and maintained, full capacity for the duration of the event.  
Working with the Veterans, Military Students and Family | Set date and move forward with spotlight series for veterans, military students and family members. |
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<th>Expand the use of innovative technology tools and resources to support the work of the Association</th>
<th>Outcome 5: Update the existing address book or create an alternative way for AC members to connect on key topics in distance advising for online education</th>
<th>Conduct informal survey about address book usage</th>
<th>Informal survey during business meeting and on Facebook group</th>
<th>Distance Advising for Online Education Steering committee</th>
<th>Time to implement a new tool, if that’s the direction we go in</th>
<th>Members AC to do at least one more webinar. Panelists have been identified, date to be set.</th>
<th>Project completed and does not require next steps.</th>
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<td>Expand and communicate the scholarship of academic advising</td>
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<td>Determine plan for existing address book</td>
<td>Was a plan decided on by the steering committee and membership? Is an implementation plan in place to move this project forward?</td>
<td>Technology in Advising AC to see if they have feedback on technology tools that could help us connect</td>
<td>Lack of understanding on the available technology tools – ask other leaders, groups, etc. for assistance</td>
<td>Survey conducted on Facebook and discussed with members at the annual conference and via email</td>
<td>Determined that the address book was not being used. Removed from site and all active links.</td>
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<td>Promote the role of effective academic advising in student success to college and university decision makers</td>
<td>Outcome 6: Create a plan for the Distance Advising for Online Education Guidebook</td>
<td>Determine a reasonable timeframe, and step-by-step plan, for what the Guidebook is and where it should be published. Create a subcommittee of the steering committee to work on this important initiative</td>
<td>Has a subcommittee been designated to work on this project and figure out the direction this project? Has consensus been reached on what this project should be moving forward?</td>
<td>Distance Advising for Online Education Steering committee</td>
<td>This project has been in the works for at least two years and while it is identified by many members as a priority, getting authors, editors, etc. has proven a challenge. Hopefully forming a new steering committee group will assist in moving it forward and determining its direction.</td>
<td>Had conversation with members of the steering committee who felt that a guidebook would not be a practical option for members. Discussed publishing process with members of EO. Determined it would make most sense to publish individual parts of the content that has been created and encouraged the individual authors to do so.</td>
<td>Follow up with authors that created content and encourage them to submit to NACADA publications. Determine what topics, if any, people would like information on and see if we can generate interest in writing about those topics.</td>
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Resources:
Advising Community Self-Assessment Rubric - https://docs.google.com/document/d/1QRd4FTxuE72NDOMdcw8cnDP7kSjSRZIYhYzG-EgP0o/edit?usp=sharing