

Division Unit Report for the Academic Advising Administration Commission (Name of Commission/Interest Group)
Submitted by Kevin P. Thomas (Name and email of Commission/Interest Group Chair)

Please complete **Columns 1 through 6** and return by **November 1, 2015**, to Commission & Interest Group Division (CIGD) Reps Karen Archambault, karchambault@bcc.edu, and Erin Justyna, erin.justyna@ttu.edu, with a copy to CIGD Liaison Elisa Shaffer, 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.

| NACADA Strategic Goal(s) (List strategic goal(s) to which the outcome is related) | Specific desired outcome (What you want to occur as a result of your efforts; what you want someone to know, do, or value) | Actions, activities or opportunities for outcome to occur (What processes need to be in place to achieve desired outcome) | Outcome measurements & related data instrument(s) (How you will specifically measure for the outcome and any instruments you will specifically use e.g. survey, focus group) | Other groups or individuals (if any) to connect with in achieving this outcome (List any plans or opportunities for collaboration with other Committees, Advisory Boards or units regarding this outcome) | Challenges (if any) anticipated in achieving this outcome (How you plan to address difficulties that may arise as you work to achieve the outcome) | Progress toward achieving outcome (Only completed in August 2016 report) | Future action(s) based on data (Data-informed decisions) (Only completed in August 2016 report) |
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| Develop and sustain effective leadership. | Create an active Commission Steering Committee | Solicit volunteers for Steering Committee at CIGD Fair and Annual Conference Meeting Connect with Elisa Shaffer at EO to schedule online meetings. Determine Steering Committee Needs and Roles within | The formation of a Steering Committee will provide a concrete outcome. Steering Committee will meet every other month with the schedule of: January, March, May, July, and September. | The only connection I plan to utilize within this aspect is that of other commission chairs. There are various other chairs who are utilizing a steering committee in a strong way. I would like to lean on their experiences. | The primary challenge will be holding to the schedule that is listed under outcome. We all are busy and so often our jobs at home get in the way of meetings of the virtual nature. | | |

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| | | the Advising Administration. | | | | | |
| Promote the role of effective academic advising in student success to college and university decision makers | Awareness of advising administration efforts on an international level within NACADA by professionals of their institution. | Mailings sent from the Advising Administration Commission Chair to supervisors of those advising professionals who present on topics of advising administration at Annual Conference | Feedback from mailings – directly from those who are contacted Feedback from presenters after mailing is sent to supervisors of those offices | None that I can think of currently | The challenge will be putting the letter together and finding the supervisor for the various presenters from annual conferences. | | |
| Expand and communicate the scholarship of academic advising | Increase the amount of proposals submitted for NACADA Annual Conference Increase the connection of administrators through social media outlets including a blog, Facebook, and Twitter. | Via listserv and Steering Committee, solicit volunteers to submit proposals. Encourage those who submit to reach other to administrators they connected with at conference opportunities. Assist those who are uncertain about proposal writing by providing | Increase in the number of proposals submitted from prior years. Increased communication within the administration on advising administration related topics | Reaching out to commission members for blog postings, etc. to engage the commission. | The challenge will be staying connected with the list-serves and social media aspects of the efforts. If it becomes stagnant, people won't care. | | |

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| | | assistance when desired/needed | | | | | | |
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