

Division Unit Report for the Advising Adult Learners

(Name of Commission/Interest Group)

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(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)
Expand & update commission's website. Utilize members' strengths. Provide online training for professional development.	1. To have current, accurate information on the website. 2. To assist & promote the commission's interests. 3. To allow members who are not able to attend conferences in person, the opportunity for professional growth.	Recruit commission members for a role in the steering committee. Have bi-annual webinars given by commission members. Have commission members write for the journal, website, & future conferences.	Track hits on the website before & after the update. Survey members on their strengths they want to share with the commission. Survey members on the topics they would like in webinars/articles/conferences.	Technical support. Other Commission chairs whose sites are current & receive many hits. Other commission chairs who have successful, webinars run by members.	Do not find steering committee who want to be active. Members do not want to present due to time or other reasons. Personal commitments eschew my efforts.		