

## Division Unit Report for the \_\_\_\_\_ Advising Education Majors \_\_\_\_\_

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Please complete **Columns 1 through 6** and return by **November 1, 2015**, to Commission & Interest Group Division (CIGD) Reps Karen Archambault, [karchambault@bcc.edu](mailto:karchambault@bcc.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.

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.

<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 2016 report)</b>	<b>Future action(s) based on data (Data-informed decisions) (Only completed in August 2016 report)</b>
Develop & sustain effective Association Leadership	Create an active Steering Committee of 6 members	Recruit volunteers for Steering Committee at CIG Fair and Commission Meeting	Develop list of names for committee and actively recruit for a total of 6	Reach out to those who wish to read proposals for the Annual Meeting and ask if they would serve on this committee	If challenges arrive, will go to a list of names to contact and call individuals personally		

Expand and communicate the scholarship of academic advising	Increase number of proposal submissions and presentations for the Annual Conference to 12	Encourage members to submit proposals for the Annual Conference at the CIG Fair, Commission Meeting and List Serve	Increased number of proposals submitted for the next Annual Conference to 12	Post information on Facebook to encourage participation  Gather interested members in group to brainstorm collaborative efforts	Time is the biggest challenge to get a presentation ready for submission. Sending out a friendly reminder several times before the deadline to submit my help		
Provide professional development opportunities that are responsive to the needs of advisors and advising administrators	Increase number of readers for presentation for the Annual Conference to 10	Recruit readers from the CIG Commission Meeting and list serve	Have 10 or more readers for proposals for the Annual Conference	Send out opportunity through the list serve	Turn-around time of the proposals from Committee reading to compiling information to return to the CIG Chair		