

Division Unit Report for the Advisor Training & Development Commission (Name of Commission/Interest Group)
Submitted by Rebecca Hapes (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)
2. Provide professional development opportunities that are responsive to the needs of advisor and advising administrators & 5. Develop and sustain effective Association leadership	1.Ensure representation of all regions within Steering Committee (Regional Representatives) 2.Maintain an active Steering Committee that is responsive to commission needs and goals	1.Send 2015-2016 goals to Steering Committee members 2. Develop timelines for completion, as appropriate 3.Chair to communicate with Steering Committee quarterly	1.Did action items decided upon occur in the timeframe determined? (Yes/No) 2. Do all Regions have a representative? (Yes/No)	EO to communicate to Commission membership (rather than via the listserv), Current Steering Committee Members & those who have expressed an interest in serving on the Steering Committee	Have not yet received volunteer lists from 2015 annual conference from outgoing chair, should receive them soon		

<p>1.Expand and communicate the scholarship of academic advising</p>	<p>1.Submit for publication to NACADA venues on topics related to AT&D --1a.Submit minimum of 4 commission-sponsored articles during AY15-16 2.Maintain annual conference proposal submission rate (250 submitted for 2015 conference per Hull’s Post-Conference Report)</p>	<p>4. Solicit volunteer for open Regional representative spot(s)</p> <p>1.Utilize opportunity for commission-sponsored submission for Academic Advising Today (AAT) publication; (Call for submissions due 1 month prior to publication deadline, send for ranking to steering committee, notify at least a week prior to deadline & encourage others to submit)</p> <p>2.Send reminders regarding submission deadlines for the NACADA Blog, AAT, the NACADA Journal, regional conferences and the annual conference (listserv, Facebook, membership list)</p>	<p>1.Did commission members submit for commission-sponsored? (Yes/No) How many?</p> <p>2.Did Steering Committee (or selected sub-committee) rank in a timely manner by deadline established? (Yes/No)</p> <p>3.Did selected publication submit to AAT? (Yes/No)</p> <p>4.Was article accepted for publication for AAT? (Yes/No)</p> <p>5.Were reminders sent out for submission deadlines? (Yes/No) How many over the year? Via which communication methodologies?</p>				
--	--	--	--	--	--	--	--

<p>1.Expand and communicate the scholarship of academic advising & 2.Provide professional development opportunities that are responsive to the needs of advisor and advising administrators</p>	<p>1.Utilize steering committee to determine viability of commission-sponsored webinar on an AT&D-related topic for AY16-17.</p>	<p>1. By December 2015, decide if commission will host webinar in AY16-17 2.Solicit webinar topics from steering committee (specifically) and membership (or send list of topics selected or highly ranked from the Webinar Advisory Board for selection) [deadline is ~ March '16 for a Fall 2016 event or no later than June 2016 for a spring 2017 event] 3.Solicit webinar volunteers from steering committee (specifically) and from membership [deadline is ~ March '16 for a Fall 2016 event or no later than June 2016 for a spring 2017 event]</p>	<p>1. Was a decision made to host a commission-sponsored webinar? (Yes/No) 2.If yes, was a topic selected? (Yes/No) 3.If yes, was a presentation panel or were select panel members identified? (Yes/No) 4.If yes, was this information provided to EO (Leigh Cunningham) in a timely manner in order to meet the webinar timeline and considered by the Webinar Advisory Board (WAB)? (Yes/No) FOR AY16-17 5.Was a webinar hosted? (Yes/No)</p>	<p>Collaboration with the Webinar Advisory Board, Steering Committee Members</p>	<p>Webinars may be perceived as time consuming by potential panel members, potential speakers/panel members may not perceive their expertise in an area as sufficient for a webinar</p>		
---	--	---	---	---	--	--	--