

Division Unit Report for: the Advising Transfer Students Commission

Submitted by: Chris Kirchhof (chk63@pitt.edu)

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)
1. #2 Provide professional development opportunities that are responsive to the needs of advisors and advising administrators. #7 Pursue innovative technology tools and resources to support the Association.	1. Create an active Communication subcommittee that is representative of the commission population. This subcommittee will assist in website content, facebook posts, and twitter chats.	1. Solicit volunteers for steering committee from current committee members, CIGD Fair, and Annual Conference Meeting. Develop job responsibilities for new communication subcommittee members. Invite commission members to participate. Work with EO personnel to	1. Commission subcommittee members added (Yes / No). Subcommittee members met (minimum) once per semester for conference call / meeting. Each member moderates at least 1 Commission twitter chats per year OR Provide one piece of content for the Commission	1. Moderators for twitter chats can reach out to members of the Technology in Advising commission to help learn best practices.	1. Making sure content for website timely and consistent. A calendar of assign tasks may be needed.		

		schedule conference calls / meetings.	Website (which would be advertised through the Commission Facebook page.				
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2. #1 Expand and communicate the scholarship of academic advising. #2 Provide professional development opportunities that are responsive to the needs of advisors and advising administrators.	2. Submit a Hot Topics proposal for the 2016 NACADA Annual Conference focusing on a panel best advising practices at differing institutions.	2. Solicit volunteers from current commission members. Review 2014 commission survey for current issues members want presentation to be focused on. Submit proposal for conference committee review.	2. Hot Topics proposal submitted (Yes / No). Hot Topics proposal accepted (Yes / No).	2. Depending on submitted best practices, collaboration with other C/IG's could be possible.	2. Making sure the best practices are representative of a variety of institutional demographics,		

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3. #1 Expand and communicate the scholarship of academic advising. #2 Provide professional development opportunities that are responsive to the needs of advisors and advising administrators. #7 Pursue innovative technology tools and	3. Update Transfer resources page of NACADA website.	3. Solicit volunteers from current commission members to perform website review. Review 2014 commission survey for current issues members need resources for. Work with EO to modify webpage links.	3. Website updated (Yes / No).	3. Researching other commissions for web tools they use. Contacted individual C/IG's as necessary.	3. Making sure content for website timely and consistent. A calendar of assign tasks may be needed.		

resources to support the Association							
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4. #2 Provide professional development opportunities that are responsive to the needs of advisors and advising administrators. #5 Develop and sustain effective Association leadership.	4. Organize lunch or social event at 2016 NACADA Annual Conference	4. Solicit current commission members to attend.	4. Did lunch or social event occur? (Yes / No).		4. Follow-up needed with attendees to engage them in commission.		

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5. #1 Expand and communicate the scholarship of academic advising. #2 Provide professional development opportunities that are responsive to the needs of advisors and advising administrators.	5. Create a directory of interested parties looking to do research or engage about new programs on their campus.	5. Solicit current commission members to determine areas they want to connect on (doing research, co-presenting, etc.) Working with steering committee to identify best practices or directories of engagement.	5. Was directory created? (Yes / No). Of those who join, how many were contacted or engaged?		5. Measuring how many professionals use this tool will be difficult. Evidence may be anecdotal, not analytical.		