



### Advising Community Division Report 2018-2019

Submitted by Kyle Ross ([kwross@wsu.edu](mailto:kwross@wsu.edu)) and Rebecca Hapes ([rhapes@tamu.edu](mailto:rhapes@tamu.edu))

Please complete Columns 1 through 6 and return by November 15, 2018.

Columns 7 and 8 are completed for the progress report due August 15, 2019. Please send your report to Executive Director, Charlie Nutt ([cnutt@ksu.edu](mailto:cnutt@ksu.edu)); President, Karen Archambault ([karchambault@rcbc.edu](mailto:karchambault@rcbc.edu)); and Vice President, Erin Justyna ([erin.justyna@ttu.edu](mailto:erin.justyna@ttu.edu))

<b>1. NACADA Strategic Goal(s)</b>  <i>(List strategic goal(s) related to the outcome)</i>	<b>2. Specific desired outcome</b>  <i>(What you want to occur as a result of your efforts; what you want someone to know, do, or value)</i>	<b>3. Actions, activities or opportunities for outcome to occur</b>  <i>(What processes need to be in place to achieve desired outcome)</i>	<b>4. Outcome measurements &amp; related data instrument(s)</b>  <i>(How will you specifically measure the outcome and with what instruments? e.g. survey, focus group)</i>	<b>5. Other groups or individuals (if any) to connect with in achieving this outcome</b>  <i>(List opportunities for collaboration with other groups)</i>	<b>6. Challenges (if any) anticipated in achieving this outcome</b>  <i>(How will you address issues that arise as you work to achieve the outcome?)</i>	<b>7. Progress toward achieving outcome</b>  <i>(Only completed in August 2018 report)</i>	<b>8. Future action(s) based on data</b>  (Data-informed decisions)  <i>(Only completed in August 2018 report)</i>
Goal #7: Expand the use of innovative technology tools and resources to support the work of the Association.	<p>The Division Reps and EO Liaison will work with explore development of automated communication to engage membership when they join and/or change membership into an AC</p> <p>The Division Reps and EO Liaison will work with AC Chairs to effectively communicate with</p>	<p>The Division Reps and EO Liaison will explore technology options once the new system is implemented in fall 2018/early spring 2019</p> <p>The Division Reps and EO Liaison will work with AC Chairs to create a</p>	<p>Is the automated system or alternative communication plan put into place (Y/N)? Does the newly implanted system have some other automated messaging capability? (Y/N)</p> <p>There will be fewer e-mails regarding who is responding to which questions, when, and how.</p>	<p>EO Staff – for technology</p> <p>AC chairs – for individualized messaging to their membership</p> <p>Cluster Reps – to assist with coordination</p>	<p>Since this will be a newly implemented technology, learning its full and robust capabilities will initially be challenging.</p> <p>Additionally, working with each chair to provide personalized and timely messaging for new members may be a challenge, simply given the number of AC</p>		

	<p>membership prior to Annual Conference and other key events throughout the year for continual member engagement</p>	<p>communications plan that compliments existing communication strategies within the EO.</p> <p>.....</p>	<p>There will be fewer listserv e-mails sent out, and e-mails will be more comprehensive on their information.</p>		<p>Chairs.</p>		
<p>Goal #2. Provide professional development opportunities that are responsive to the needs of advisors and advising administrators</p>	<p>Review the organization of AC business meetings and sponsored sessions at the Annual Conference to determine most effective configuration for membership participation and engagement.</p>	<p>The Division Reps and EO Liaison will work with the Annual Conference Advisory Board &amp; relevant EO Staff (namely Farrah and Dayna) to discuss how to best obtain historical data to assess membership, attendance, and make a well informed decision related to scheduling</p> <p>Develop a working group with the Cluster Reps</p>	<p>Determine if any adjustments need to be made (Y/N)</p> <p>Determine if any adjustments can be made (Y/N)</p> <p>Were adjustments made that could be made (Y/N)</p> <p>Is additional data needed for further discussion (Y/N) and if so, what data is needed?</p>	<p>Annual Conference Advisory Board EO Staff (Farrah &amp; Dayna, specifically) Cluster Reps</p>	<p>There are a limited number of conference sessions spaces available for business meetings and sponsored sessions to be held during annual conference. Even if data indicate that changes should be made, it may not be possible to create a perfect, overlap-free schedule, or even one that minimizes the current overlap reported by some members. Any modification made could cause unintended overlap with another segment of the membership.</p> <p>.....</p>		

<p>Goal #6: Engage in ongoing assessment of all facets of the Association</p>	<p>Conduct a comprehensive review of the ACD Fair.</p>	<p>-Establish clear and formal goals for the ACD Fair.          -Assess the viability of the ACD Fair as an activity          -If the decision is made to continue the ACD Fair, in what ways can the fair experience be digitized and the information shared be made more accessible to more/all members?</p>	<p>-ACD Fair was determined to be a viable AC activity (Y/N)          -If yes, clear and formal goals are established for the ACD Fair (Y/N)          -A method of internal assessment is established for chairs to review the effectiveness of the ACD Fair as it meets their chair needs and the established goals (Y/N)          .....</p>	<p>Cluster Reps in working groups;          Council for input</p>	<p>It will be challenging to obtain a consensus around the idea of the ACD Fair, as preliminary polls indicate it means different things to different people and goals among AC's vary</p>		
<p>Goal #1: Expand and communicate the scholarship of academic advising</p>	<p>Finalize sponsored session process.</p>	<p>The Division Reps and EO Liaison will work with the Annual Conference Advisory Board &amp; relevant EO Staff (namely Farrah and Dayna) to discuss and finalize the process to determine what methodology will work best for task efficiency for both the AC Chairs and for the Conference Planning Committee.</p>	<p>Was the process finalized in time for implementation for proposals for 2019 annual? (Y/N)</p>	<p>Annual Conference Advisory Board          EO Staff (Farrah &amp; Dayna, specifically)</p>	<p>Scheduling the necessary individuals for a meeting prior to when decisions need to be made and implemented will/may be challenging</p>	<p>Meeting on 11/14/18 to discuss process for 2019 annual and beyond           Determined that AC Chairs would select up to 2 sponsored sessions when they reviewed the feedback of AC reviewers in a process similar to past sponsorship session, but with a numerical limitation of 2 sessions per AC</p>	<p>New process to be implemented for 2019 Annual Conference</p>

<p>Goal #5: Develop and sustain effective Association leadership.</p>	<p>Structure Clear, Consistent, and Transparent Expectations for Cluster Representative Role</p>	<p>Training materials and communication to Cluster Representatives will need to be more explicit regarding the expectations of their role.</p> <p>Provide support materials such as communication templates, timelines, calendar, and rubrics</p>	<p>100% of Cluster Reps are in attendance at the 2019 Annual Meeting</p>	<p>The ACD Chairs will be very helpful in communicating their needs to the Cluster Reps; frequent needs/issues not already incorporated into the timeline or discussed within the communication plan can be discussed and addressed to be assistance for future Cluster Reps</p>	<p>Part of Cluster Rep rubrics might need to involve communication plans for individuals who are unresponsive, do not meet expectations, and/or a process for removing an inactive or Ineffective Cluster Rep.</p>		
<p>Goal #5: Develop and sustain effective Association leadership.</p>	<p>Expand upon ACD Chair Training content (Summer Onboarding and during Annual Conference)</p> <p>-Development of model/template agenda for ACD Chairs to utilize for running a business meeting at annual conference</p> <p>-Provide a glossary of common NACADA terms to ACD Chairs at the Fall training (or prior to)</p>	<p>Obtain sample business meeting agenda utilized</p> <p>Create a 'best practices' or 'template' for training and chair utilization</p> <p>Develop a list of common NACADA terms and define them for someone relatively new to NACADA leadership</p>	<p>Samples obtained from previous chairs (Y/N)</p> <p>Template and/or best practices model shared with current ACD Chairs (Y/N)</p> <p>Template and/or best practices model linked on ACD Chair Resources website (Y/N)</p> <p>List of NACADA common terms generated (Y/N)</p> <p>List of NACADA common terms</p>	<p>Outgoing ACD Chairs</p> <p>Cluster Reps</p>	<p>Compilation of Business Meeting Agendas</p> <p>Determination of 'best practices' since each AC has their own needs and unique style, history, and practice</p>		

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