DIVISION MEETING
10/1/2021
VIRTUAL TRAINING PACKET 2021
YOUR DIVISION REPS

AMBER KARGOL
2019-2021
Elected ACD Rep

WENDY SCHINDLER
2020-2022
Appointed ACD Rep

GAVIN FARBER
2021-2023
Elected ACD Rep

BEHIND THE SCENES

LIZ ALCANTARA
Executive Office Liaison
Jamie has been actively involved in NACADA for over 15 years serving the ACD through the Advising Community on Graduate & Professional Students as a steering committee member (2017-2019) and AC chair (2019-2021). This year she is joining the ACD steering committee as a cluster rep. She is committed to fostering a sense of community, connectedness, and belonging among NACADA members and friends. Multiple initiatives were implemented during her tenure as advising community chair and we are so excited to see what Jamie does next. As one of her NACADA colleagues stated, "Jamie Heck has proven to be an outstanding leader and one in which others should strive to model." Congratulations, Jamie!!
ACD CLUSTERS 2021-2022

Cluster 1 - Tony Lazarowicz
- First-Generation College Students
- Assessment of Advising
- Education Majors
- Appreciative Advising
- LGBTQA Advising and Advocacy

Cluster 2 - Jamie Heck
- Advising Graduate & Professional Students
- Advising Students With Disabilities
- Advising Administration
- High School To College Advising
- Liberal Arts

Cluster 3 - Teresa Sypolt
- Career Advising
- Canadian Advising
- Advising Adult Learners
- Faculty Advising
- Undecided & Exploratory Students

Cluster 4 - Tyler Hall
- Science, Technology, Engineering & Math (STEM)
- Theory, Philosophy, & History
- Advising Student Athletes
- Social Justice
- Advising High Achieving Students
ACD CLUSTERS 2021-2022

Cluster 5 - Sarah Banner
- Advising Business Majors
- HBCU Advising
- Health Professions Advising
- Peer Advising & Mentoring
- Two-Year Colleges

Cluster 6 - John Sauter
- Probation/Dismissal/ Reinstatement Issues
- Technology in Advising
- Transfer Students
- Advisor Well-Being & Retention

Cluster 7 - Darryl Cherry
- Small Colleges & Universities
- Global Engagement
- Advisor Training & Development
- Students w/ Experiences in the Foster Care System

Cluster 8 - Sarah Howard
- Distance Advising for Online Education
- Veterans, Military Students, and Family Members
- First-Year Students
- Advising & Academic Coaching
ACD RESOURCES

You can find a wealth of information on the ACD Leader Resources webpage (be sure you're logged in to your NACADA account for full access). Here are just a few of the helpful resources available there:

- Chair Timeline
- Chair Self-Assessment Rubric
- AC Self-Assessment Rubric
- Business Meeting Best Practices
- Faces of the ACD
- Steering Committee Contacts
- Report Archives
Advising Community Chair Timeline
October 2021 to November 2022

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
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<tbody>
<tr>
<td>October 1, 2021</td>
<td>☐ ACD Annual Division Meeting/Training</td>
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| Late October/Early November | ☐ New Chairs send an AC all-member email via the ACD Executive Office liaison to introduce yourself and solicit volunteers  
 | | ☐ Confirm volunteers for your steering committee (make sure they are NACADA members)  
 | | ☐ Work with your Steering Committee to develop goals/plans for the year in preparation of the Post-Conference Report |
| November 15, 2021     | ☐ Post-conference report is due to the ACD Reps, EO Liaison, and your Cluster Rep  
 | | ☐ Region conference proposals are typically due around this time  
 | | ☐ Article submissions for the March issue of AAT are due |
| Mid-December          | ☐ Annual Conference call for proposals opens:  
 | | ☐ Send a post out on social media, include this info if you send out a newsletter, and/or ask the EO Liaison to send an email to your members via the Executive Office email system (also, include your LISTSERV if you want to reach nonmembers)  
| December 31, 2021     | ☐ AC steering committee member names are due to the EO liaison to include on your group’s webpage |
| January 2022          | ☐ The EO will send out solicitations to all members via email and social media for proposal reader volunteers.  
 | | ☐ Interested readers will submit a universal survey form  
 | | ☐ Consider posting the survey form link to your AC’s social media accounts to gather more interest |
| Mid-February 2022     | ☐ Proposals and Hot Topics for Annual Conference are due  
 | | ☐ Send announcement out to all members of your AC that nominations are being accepted for the ACD Service awards |
| Late February 2022    | ☐ Proposals readers begin reviewing submissions  
<p>| | ☐ Consider scheduling an online discussion for spring 2021 |</p>
<table>
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<th>Date</th>
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<tr>
<td>Mid-March 2022</td>
<td>✔ Deadline for proposal readers to have evaluations submitted</td>
</tr>
<tr>
<td>March 15, 2022</td>
<td>✔ Article submissions for the June issue of AAT are due</td>
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<tr>
<td>Late March 2022</td>
<td>✔ Deadline for Chairs to have their summaries of reader reviews submitted including selection of two sponsored session</td>
</tr>
<tr>
<td>Early April 2022</td>
<td>✔ Annual Conference proposal acceptances are sent to submitters</td>
</tr>
<tr>
<td>Mid-April 2022</td>
<td>✔ ACD Service Award nominations are due</td>
</tr>
</tbody>
</table>
| May 2022            | ✔ Global Advising Week is in May. Consider celebrating advisors in your AC this week  
                      | ✔ Confirm your AC Business Meeting and draft the abstract about it with Annual Conference EO staff (who will email Chairs directly) |
| June 2022           | ✔ Submit your Annual Conference social event information to EO staff for inclusion in the Annual Conference program |
| July 2022           | ✔ Gather data/feedback on the goals in the Post-Conference Report   
                      | ✔ Meet with your Steering Committee about the Annual Report         
                      | ✔ Register for the Annual Conference if you haven’t already        |
| August 1, 2022      | ✔ Ask your members about submissions/collaborations for Region Conferences call for proposals (opening in mid-fall) |
| August 15, 2022     | ✔ Annual Report is due to the ACD Reps, EO Liaison, and your Cluster Rep |
| Late August 2022    | ✔ Consider encouraging your members to join a Writing Group to develop your AC’s scholarly focus |
| September 2022      | ✔ Nominations for election positions open in early September – if your community Chair position is up for election, remind members about submitting or contacting you if interested  
                      | ✔ Prepare for Annual Conference by creating a business meeting agenda and asking for volunteers to help with tasks such as finding a place to hold a social  
                      | ✔ Consider an email to your members or social media post on the events happening at Annual Conference |
| October 23-26, 2022 | ✔ Annual Conference in Portland, OR, USA                             |
| October 31, 2022    | ✔ Nominations for elections close                                    |
| November 15, 2022   | ✔ Post-conference report is due to the ACD Reps, EO Liaison, and your Cluster Rep |
Strategies from Successful Chairs

NACADA is volunteer-powered. The energy at Annual Conference is catchy and everyone is looking for ways to get involved. It’s an exciting time! Chairs often come away with a list full of volunteer names and ideas for AC goals from their business meeting, but that may not materialize into action. What happens to all that enthusiasm? It goes back to its regular job and gets caught up in the everyday reality of higher ed. Don’t be discouraged!

Some of our veteran Chairs learned the hard way so that you don’t have to. Follow these tips for working with AC member volunteers. You do not have to do this job alone!

Have a tangible task ready for volunteers.
Vagueness is not your friend when trying to tackle any goal. An AC’s annual goals align with the higher-level NACADA Strategic Goals, but these can be too abstract for volunteers to fully grasp. Break your goals down into pieces and tasks and ask volunteers to tackle one specific element with a solid deadline. Follow up for accountability.

Example Goal: Increase AC engagement by planning chats on specific topics.
Volunteer ask #1: By December, can you do some research and create a list of 6 hot topics related to our AC for bi-monthly member discussion?
Volunteer ask #2: Can you poll our group via social media to find the best day/time to hold bimonthly chats? This task needs to be done by end of December.
Volunteer ask #3: Would you be interested in hosting our August monthly chat on retention strategies? This includes getting panelists together prior to the event to discuss the details of the discussion and flow of the online conversation.

Don’t be afraid to target volunteers rather than sending out blanket requests.
Emails to your members via the Executive Office or your LISTSERV can go to hundreds of people. Some of these emails go into personal accounts or directly into files to be read when time is available and not at the point of need. If you feel like you’re emailing into a black hole and getting no responses, try a more direct approach. Get out that list of volunteers and start asking. Members appreciate being asked personally. If they can’t manage the work on your timeline, move on to the next volunteer. It may take a few tries, but most chairs have success in the direct ask. If email fails, you may have to try a phone call. It’s hard for any advising professional to resist a direct call for help!
If every Chair received a quarter for how often they get asked this question at Annual Conference, there would be a line for pumpkin spice lattes running out the door of the Convention Center's Starbucks full of ACD leaders! So, what's the best way to answer this common question?

1. Review Proposals - Smaller Time Commitment and Online
   - February time frame for actual review work
   - Review 8-10 proposals and provide qualitative feedback.
   - Familiarizes members with the type and quality of proposals being submitted for Annual Conference
   - May prepare members to submit proposals in the future at the regional or global level
   - Limited amount of time needed and during a very specific period of time
   - Provides a real service to the Chair so they can select the best sponsored sessions
   - That represent the group's topic

2. Steering Committee Member - Larger Time Commitment
   - Helps drive the direction of the AC
   - Provides constructive feedback to the Chair throughout the year
   - Commits to at least quarterly meetings
   - Participates on a working group, helps to facilitate an online discussion or an event
   - May facilitate publications or proposals
   - May cover the year's communication strategy
   - Interested in future leadership of the AC
   - This is the perfect way to build that leadership sustainability!

3. Other Duties as Assigned - Time Commitment Varies
   - Organize and facilitate an online discussion on a hot topic.
   - Plan a series of social media or LISTSERV posts to your group on a hot topic.
   - Share templates, forms or examples from your institution relevant to the group's topic.
   - Develop a FAQ for your topic area.
   - Update the community resources page.
   - Commit to drafting the Community Snapshot for the group.
   - Create a newsletter for the group and commit to sending it out periodically.
   - Organize an in-person or online social for the group.
   - Find ways to collaborate with other Advising Communities.
   - Help create a survey on your group's topic in order to better serve the members.
   - Plan and submit a presentation proposal, perhaps with others in your AC.
   - Commit to submission of an article for AAT related to your group's topic.
AC FUTURE VISION

Imagine one day you woke up, checked in with your AC steering committee, and realized everything is exactly as you'd dream a perfect AC to be. How would you know? What specific things would you observe?

On a scale of 1:10, with 10 being your dream AC, where would you rate your AC to be currently? What are 3 things you hope to accomplish as an AC Chair in 2021-2022 to rate your AC higher on this scale?

1)  
2)  
3)
S.M.A.R.T. GOALS

When setting goals for you AC, make them as detailed as possible for the highest probability of achieving them. The S.M.A.R.T. method of goal-setting is a great framework.

SPECIFIC
What exactly will your AC accomplish?

MEASURABLE
How will you know when your AC has reached this goal?

ACHIEVABLE
Is achieving this goal realistic with effort & commitment?

RELEVANT
Why is the goal significant to your AC?

TIMELY
When will this goal be achieved?
AC GOALS VS EXPECTATIONS

REI/DEI Goals
- Propose a webinar
- Create a subcommittee on scholarship
- Propose a pre-conference at a regional or annual conference
- Commit to increasing proposals on your topic
- Start a series of online discussions
- Conduct a survey on your topic
- Start a mentoring program
- Form a publishing subcommittee
- Foster engagement with a social media plan
- Propose a Pocket Guide

Steering Committee
- Annual Conference
  - Business Meeting
  - ACD Fair
  - Division Meeting
- Reports
- Sponsoring Sessions
- Webpage and digital resource updates
- Engaging members outside Annual Conference
- Check the rubrics for more expectations
AC STEERING COMMITTEES

To be a successful Advising Community Chair, you can't go it alone. Surround yourself with a great team and delegate!

What's the Purpose?
AC steering committees (SCs) provide opportunity for members to participate in the running of the AC and can lead to other leadership roles within NACADA. The exact make-up of a SC may vary by AC, but the overriding purpose is to support the goals of the AC in advancing NACADA’s strategic goals. Larger ACs may need more people because there is more work to coordinate. SC members commit to a minimum of quarterly meetings and must provide feedback to the AC chair throughout the year. SC members may lead subcommittees (publishing, social media, proposals, etc.).

What exactly do SC members do?
SC members help achieve the goals in the Post-Conference Report and complete the expectations on the AC Rubric. Here are some typical tasks:
• Create or maintain consistent communication within AC through email and/or social media outlets.
• Be a research champion. Encourage scholarship within your AC in whatever form works best for your members. This could be publishing an article in AAT or working on something more scholarly for the NACADA Journal or Review.
• Host an online discussion or create a series of discussions based on topics of interest or expertise within the AC.
• Other tasks to help AC move forward, such as coordinating the ACD Poster Fair or social events at annual or region conferences.
• Proposal experts within the group are always welcome, especially if one of your AC goals is to increase the number of proposals submitted for annual, region, or even international conferences.

What are the terms of service?
Each AC may structure their SC as they wish, so the number of people on it and whether or not they have specific job descriptions is up to your group. Your AC should establish time commitment and length of service, a method of succession for committee members, and plan for recruitment of new members as some move off. Some type of record keeping regarding SC members is necessary as Chairs transition out of their role after two years. Remember, SC members must be NACADA members since it is a leadership development role and they should be an official member of your AC.
OUTGOING LEADERS

AC Division Rep
Amber Kargol, Elected Rep

Cluster Reps
Shelley Price-Williams, Cluster 2
Stephanie Kraft-Terry, Cluster 4
Stacy Outlaw, Cluster 5
Wiona Porath, Cluster 7
Vince Hernandez, Cluster 8

AC Chairs
Sarah Banner, Two-Year Colleges
Joshua Brittingham, Education Majors
Darryl Cherry, Advising First-Year Students
Gavin Farber, Advisor Training & Development
Cindy Firestein, Advising Adult Learners
Elisabeth Glenn, Liberal Arts
Tyler Hall, Appreciative Advising
Jamie Heck, Graduate & Professional Students
Efrosini Hortis, Global Engagement
Floressa Jefferson, Historically Black Colleges & Universities
Shantalea Johns, Probation/Dismissal/Reinstatement Issues
Michael McDaniel, Native American and Tribal College
Lynda Moore, Student Athletes
Jaime Oliver, Orientation Advising
Kasandrea Sereno, Technology in Advising
Kimberly Smith, Career Advising
CJ Venable, Theory, Philosophy, & History of Advising
Warren Wei, Business Majors

THANKS FOR BEING SUPERSTARS!
ACD HERO!

Amber has been an incredible leader, partner, and friend. We'll miss your tremendous contributions to the ACD!

AMBER KARGOL
Outgoing ACD Rep

Thank you!
Chairs devote two years of their professional life to impacting NACADA members via the ACD. It will go by quickly; so be prepared, ask questions, do not get discouraged, and have fun. Thank you for your extraordinary service!