

## Commission & Interest Group Division – Post Conference Report 2015

### Submitted by Karen Archambault & Erin Justyna

Please complete **Columns 1 through 6** and return by **November 1, 2015**

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 and sustain effective Association leadership  Create an inclusive environment within the Association that promotes diversity.	1. To recognize and promote the involvement, leadership, and contributions of the CIG division to both the association and the advising community.	1.1 Continue the efforts re: awards from 2014 and continue to maintain the outcomes from 2014.	Deadlines for awards will be clearly promoted and communicated through the CIG Division communication channels.  Steering committee will submit at least 2 nominations for 2016 awards	Collaboration with Council as appropriate, as well as with finance and Board if there is a need for funding for additional awards.	Needs may differ among Commissions and interest groups.		

		1.2 Evaluate potential for and provide opportunities for recognition throughout the year.	CIG division will produce report with possible opportunities for recognition throughout the year and make recommendations regarding implementation.				
Develop and sustain effective Association leadership.  Provide professional development opportunities that are responsive to the needs of advisors and advising administrators	2. Support leadership succession and maintenance of high level of leadership outcomes by providing ongoing professional development opportunities for CIG leaders.	2.1 Review and revise current CIG Division Electronic Handbook  2.2 Training materials provided for all chairs on an ongoing basis throughout the year.	Committee tasked with review of the handbook established.  Committee review complete with recommendations for improvements.  Improvements completed and revised version posted online.  Minimum of 5 training “tip sheets” developed and posted to website for use by chairs.	Current and former CIG chairs to review handbook and make recommendations.  Steering committee and other members to provide content for training sheets	Time consuming. No other impediments.  Time consuming. No other impediments.		

		<p>2.3 Redesign annual training to be inclusive of all chairs, including IG and to be appropriate for all levels of experience including new, continuing, and outgoing</p>	<p>Annual training is revised to reflect needs of different chairs; feedback from chairs reflects value of improved training.</p> <p>Budget reflects inclusion of IG chairs in funding as appropriate.</p>	<p>Council, board, and finance committee as needed to make adjustments and provide funding as needed.</p>	<p>Challenge of predicting how many will request reimbursement makes it more challenging to budget for IGs</p>		
<p>Develop and sustain effective Association leadership.</p> <p>Engage in ongoing assessment of all facets of the Association</p>	<p>3. Evaluate CIG to include: contributions of chairs and steering committee to determine efficacy to encourage continued leadership or to encourage changes of course in action; and needs/purpose of commissions vs interest groups to ensure equity and appropriate positioning within the organization</p>	<p>3.1 Publish chair expectations and measure chair efficacy to these minimums</p> <p>3.2 Publish steering committee expectations and measure efficacy to these minimums</p>	<p>Chair expectations are published to website. Rubric is developed and provided to steering committee to evaluate chairs and develop support plan where needed.</p> <p>Steering committee expectations are published to website. Rubric is developed and provided to chairs to evaluate their steering committee member. CIG reps develop support plan where needed.</p>	<p>Current and former chairs and steering committee</p>	<p>There may be some resistance to being “evaluated” as this is a volunteer position. Must have clear guide for “what if” chairs are not meeting expectations. In addition, we must communicate the roles of IGs and Cs clearly and ensure equity so that the self-assessment is not done with a sense of hierarchy in mind.</p>		

		<p>3.3 Develop self-assessment for each commission or interest group to determine whether they appropriately positioned as a commission or as an interest group depending upon their purpose and needs.</p>	<p>Rubric for self-assessment developed.</p> <p>Chairs and membership complete self-assessment</p> <p>Recommendations made for re-alignment as appropriate.</p>				
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