



ADVISING
COMMUNITIES

Advising Community Business Meeting
Suggested Agenda

1. Welcome and Introductions
 - a. AC Chair(s) (Continuing/Outgoing/Incoming)
 - b. AC Steering Committee Members
 - c. ACD Overview for new folks (quick!)
2. Recognition of Community-Sponsored Sessions
 - a. **Note:** Meeting may take place before or after AC sponsored session, and presenters may not be able to attend meeting. Still good to recognize that the AC DOES have sponsored sessions!
3. Involvement/Leadership Opportunities
 - a. Incoming Chair (when appropriate)
 - b. Steering Committee
 - c. Proposal Readers
 - d. Other
4. Report/Update of Community Accomplishments over the previous year
 - a. Sponsored Events (webinars, lunch and learn, pocket guides, etc.)
 - b. Community Resources (NACADA AC web page, Google drives, clearinghouse, etc.)
5. Report/Update on progress of current/new AC initiatives
 - a. If there aren't any, ask members what they would like to see.
6. Question/Answer with the Chair, ACD Cluster Rep, other leaders
7. Discussion/Breakout
 - a. Can be divided into groups by topic and facilitated by SC members, or can be a general all-attendee discussion on relevant topics. Number of meeting attendees can determine format (i.e., larger meetings will probably want to break into smaller groups, but smaller groups can discuss as one.)
 - b. For Discussion/Breakout time, Chairs may want to solicit potential topics prior to the meeting, via the Membership distribution list and/or AC Listserv. You may see a pattern of potential topics from multiple members, and can use this time to address questions/concerns/themes multiple folks are wanting to know about.