Incoming Chair Training
Advising Communities Division 2021
Congratulations and Welcome!
Agenda

- Welcome!
- What is the ACD?
- Who is the ACD?
- NACADA Structure
- Chair Expectations
What is the Advising Communities Division?
Who is the Advising Communities Division?

- Advising Community Chairs
- Cluster Representatives
- Division Representatives
- Execute Office (EO) Liaison
Advising Community Chairs
Cluster Representatives
Continuing Cluster Representatives

- Tony Lazarowicz, University of Nebraska, Lincoln
- Teresa Sypolt, Walden University
- John Sauter, Niagara University
- Sarah Howard, The Ohio State University
Outgoing Cluster Representatives

- Shelley Price-Williams  
  University of Northern Iowa
- Stephanie Kraft-Terry  
  University of Hawai‘i-Mānoa
- Stacy Outlaw  
  Elon University
- Wiona Porath  
  Johns Hopkins University
- Vince Hernandez  
  Texas A&M University
Incoming Cluster Representatives

- Jamie Heck
- Tyler Hall
- Sarah Banner
- Darryl C. Cherry

University of Cincinnati
Dalhousie University
Mesa Community College
Southern Illinois University, Edwardsville
Division Reps & EO Liaison

- Amber Kargol  
  Iowa State University
- Wendy Schindler  
  Northern Kentucky University
- Gavin Farber (incoming)  
  Temple University
- Lizbeth Alcantara  
  NACADA Executive Office
NACADA Structure
Expectations for Chairs

...AKA What am I supposed to be doing?
Don’t Guess, Use the Rubrics!

The ACD has put together expectations for you and your AC into a handy format!
### Chair Self-Assessment Rubric

<table>
<thead>
<tr>
<th>Chair Expectations</th>
<th>Inadequate - 0</th>
<th>Needs Improvement - 1</th>
<th>Meets Expectations - 2</th>
<th>Exceeds Expectations - +</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>- Chair does not communicate with members and has proven inactive</td>
<td>- Chair communicates with members up to 3 times per year</td>
<td>- Chair communicates with their AC members at least quarterly</td>
<td>- Chair has a communication plan that fits their AC’s needs</td>
</tr>
<tr>
<td></td>
<td>- Chair does not communicate with their AC through any platform recognized by the Executive Office</td>
<td>- Chair communicates with their AC through only one platform</td>
<td>- Chair communicates with their AC through more than one platform</td>
<td>- Chair uses volunteer AC members to contribute to communications throughout the year via various platforms</td>
</tr>
<tr>
<td></td>
<td>- Chair does not respond to direct emails from the Executive Office, AC Division Reps, or Cluster Rep</td>
<td>- Chair responds to direct emails from the Executive Office, AC Division Reps, or Cluster Rep only after multiple attempts</td>
<td>- Chair responds promptly to direct emails from the Executive Office, AC Division Reps, or Cluster Rep</td>
<td></td>
</tr>
</tbody>
</table>
Rubrics: It Takes Two!

Self-Assessment Rubric for Chair:
How am I doing?

Self-Assessment Rubric for AC:
How are WE doing?
## Chair Self-Assessment Rubric

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<tbody>
<tr>
<td>Business Meeting (held annually)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chair does not hold their AC’s Annual Business Meeting</td>
<td>Chair does not conduct their AC’s Annual Business Meeting but finds a sub</td>
<td>Chair conducts their AC’s Annual Business Meeting</td>
<td>Chair solicits input from their AC Steering Committee and/or membership when finalizing their AC’s Annual Business Meeting agenda</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chair does not post an agenda for the their AC’s Annual Business Meeting prior to the meeting</td>
<td>Chair posts an agenda for the their AC’s Annual Business Meeting prior to the meeting</td>
<td>Chair covers their AC’s business in another forum prior to their AC’s Annual Business Meeting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chair does not gather input for yearly goal setting from members unable to participate in their AC’s Annual Business Meeting</td>
<td>Chair gathers input from members not in attendance at their AC’s Annual Business Meeting for setting yearly goals</td>
<td></td>
</tr>
</tbody>
</table>

## Advising Community Self-Assessment Rubric

<table>
<thead>
<tr>
<th>AC Expectations</th>
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</tr>
<tr>
<td></td>
<td>AC does not hold its Annual Business Meeting</td>
<td>AC holds its Annual Business Meeting, but does not post an agenda in advance</td>
<td>AC holds its Annual Business Meeting and posts an agenda in advance</td>
<td>AC Steering Committee provides input for finalizing the AC’s Annual Business Meeting agenda</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AC does not address the needs of its members not able to participate in the Annual Business Meeting</td>
<td>AC gathers input for yearly goals from its members not able to participate in the Annual Business Meeting</td>
<td>AC’s business is covered in another forum prior to its Annual Business Meeting</td>
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</tbody>
</table>
Feedback on Expectations

Tell your Cluster Rep about:

• Expectations Unclear?
• Rubric too specific? gray?
• Any Concerns
• AND Successes
Rubrics = Guides

You are not alone!

Common Issues:

• “My community won’t respond”
• “I didn’t accomplish my goals”
• “Timing wasn’t right”
What’s Next?

• Review the Chair and AC Rubrics
• Other ACD Leader Resources:
  • Chair Timeline and Handbook
  • Faces of the ACD
• Look over your AC’s webpage
• Review individual ACD reports
• Get access to your AC’s social media
• Connect with the outgoing Chair