Reviewing Proposals as an Advising Community Chair

ACD Chair Training 2022

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Today’s Discussion

1. Overview of the proposal process
2. Chair expectations
3. A View of the Proposal System
4. Tips/Tricks
# The Proposal Process

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<th>First Round – General Readers</th>
<th>Second Round - AC Chairs</th>
<th>Third Round - Annual Committee</th>
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<td>NACADA assigns proposals to the members who volunteered to read them.</td>
<td>Proposals are sorted by tracks for each AC and distributed to chairs for review and summary.</td>
<td>Annual conference committee will review notes submitted by AC chairs and will accept/deny proposals accordingly.</td>
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Timeline

**February 21, 2022** – Call for proposals closed

**February 25-March 14, 2022** – Proposals are read and evaluated by readers

**March 14, 2022** – Deadline for readers to submit their evaluations

**March 15-28, 2022** – Proposals are read and evaluated by ACD Chairs

**March 28, 2022** – Deadline for Chairs to submit their evaluation summaries
AC Chair Expectations

1. Review ALL proposals (regardless of topic)
2. Summarize comments for conference chairs
3. Make comments for the proposal author
4. Select TWO sponsored sessions
5. Submit on time!
Each AC Chair should select 2 Sponsored Sessions. Guarantees the proposal is accepted. Ensures coverage of the AC’s topic at the event. All AC-sponsored sessions will be noted in the conference program as “Sponsored by XYZ Advising Community.”
A View of the System
Ch- Ch- Ch- Changes!

1. Save comments before submitting

2. Alternate Proposals
   a. Recommend? Yes
   b. Format: Alternate
Tips and Tricks

...AKA How do I make this easier?
Remember Some Simple Math

\[ \frac{2}{3} \]

rejected proposals
Make Friends with the Printer
Post-it Power!
A Little Help From Your Friends
Questions and Comments?