

## **NACADA Call for Proposal Reviewers**

### **[Welcome & Introduction]**

Dr. Locksley A Knibbs 0:12

Hello everyone, my name is Dr. Locksley A Knibbs and I'm at Florida Gulf Coast University in Fort Myers. Greetings and salutations!

We're a collective body of members that come to you on behalf of the Annual Conference Advisory Board and Planning Committee, and the Executive Office conference staff.

We are members from the committee for inclusion and Engagement, the Race, Ethnicity, and Inclusion Workgroup and the LGBTQA Plus Advising and Advocacy community.

First and foremost, we would like to thank you on behalf of the Executive Office, the Board, the Council, Annual Conference Advisory Board and Planning Committee, and the Executive Office conference staff, for taking time from your busy schedule to read proposals for the 2021 annual conference.

As we prepare for another fabulous event this year, we wish to acknowledge our gratitude to you for your willingness to continue advancing NACADA and the academic advising profession. Your evaluations play a valuable role in selecting sessions for the upcoming annual conference.

The planning committee reviews all evaluations and forward those evaluations to proposal writers for careful consideration in the future -- regardless of acceptance.

This being stated, we want to offer you, the evaluators, three tips and practices when evaluating proposals that align with NACADA's core values.

### **[Core Value: Inclusivity & Empowerment]**

Amy Korthank 1:51

This tip aligns with the core value of inclusivity and empowerment. Timely discussions and hot topics are subjective, but carry value to diverse populations.

As you begin to skim through your assigned proposals, take time to identify ones that might be outside of your comfort zone, or area of expertise.

Look up the reference list and explore for more insight in the presenter's argument. Familiarize yourself with the topic before you determine the proposal would be suitable for NACADA conference.

It is imperative that we acknowledge our differences in viewpoints. Those viewpoints are determined by our personally lived and observed experiences.

While we may only be able to speak truth to our own experiences, as well as similar experiences lived by others, we must acknowledge those diverse experiences lived by individuals who are not like us.

### **[Core Value: Integrity, Professionalism & Respect]**

Dr. Janelle Jefferson 2:55

This tip aligns with integrity, professionalism, and respect. Be honest in your reviews, but avoid being overly critical, vague or dismissive of proposal topics you do not understand or topics outside your area of expertise.

Be helpful and resourceful in your feedback. Make suggestions for proposals that lack the necessary foundation for acceptable proposals. For example, if a proposal does not have listed references, it's okay to recommend references or suggest the proposal authors use a reference list, if needed.

Practice transparency in your evaluations by asking questions in your feedback in order to give writers a direction.

Statements like I don't know much about this topic, but if accepted, how do you present this to someone like me, demonstrates respect and integrity as it provides a frame of mind for the proposal writer, conference committee member who is considering your comments for acceptance.

It also provides clarity for the writer by giving them something to think about for either the actual presentation, or writing proposals for future conferences.

### **[Core Value: Caring & Commitment]**

Michelle Smith Ware 4:11

This tip aligns with caring, and commitment. Read proposals with a clear mind. schedule a time where you can read, comment and evaluate your assigned proposals.

This time should be with as few distractions as possible. In the world of juggling our professional obligations with extra personal duties, it is imperative that we keep a clear and focused mindset when evaluating other people's work and topics that we may not fully know or understand.

Be mindful of your personal feelings and beliefs when you are reading and evaluating another person's work. While you may or may not agree with the position or the method of delivery, be thoughtful in your responses.

If there is a concern that needs to be addressed regarding the proposal's integrity, make suggestions in a clear and positive manner. For example, it's okay to share your concerns about the relevance of topics.

However, be thoughtful in doing so. Proposals for the annual conference come from all over the world.

While a particular topic may or may not have relevance in your life or area, it could be very pertinent in another person's life elsewhere.

### **[Gratitude & Conclusion]**

Amy Brock 5:25

Hi, my name is Amy Brock. I'm from Auburn University, and I am the former chair of the LGBTQA community.

As we wrap up for the day, I'd like you to take some time to think about these final considerations. And just know that the Executive Office the Board, the Council, the Committee for Inclusion and Engagement, the LGBTQA Community, the Race, Ethnicity and Inclusion workgroup, the Annual Conference Advisory Board and Planning Committee, and the Executive Office conference staff are proud of your commitment to NACADA.

Without your time and effort, the annual conference would not be as special and wonderful it is as it is.

As our organization transforms into becoming more inclusive, for advisors across the globe, it is essential that we continue to strive and create an environment that promotes a positive professional development experience for our membership.

When we encourage and uplift the membership, we are directly impacting our students who will shape and develop the world into something beyond our greatest imagination.

As an organization, the number of proposals that are submitted continues to increase every year, meaning more and more advising professionals are submitting proposals, sharing their expertise, and professional ideas with others across the globe.

If selected, these individuals are charged with delivering a product that hopefully inspires all of us and touches the lives of students the presenters may never meet.

Let us all be committed to advancing NACADA's mission, its core values and competencies in hopes of shaping the minds of students today and world citizens tomorrow.

Thank you again for doing your part.

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