



**Admin Division Post-Conference Unit Report for the** NCAA Advisory Board (Name of Advisory Board or Committee)  
**Submitted by:** Lisa Rubin, rubin@ksu.edu (Name and email of Advisory Board or Committee Chair)

Please complete the forms below. The first form (the “Projects” table) asks each Chair to list all the projects or tasks their group is hoping to undertake this year. The second form on page two asks Chairs to identify ONE project that will be tracked, measured, and assessed. This assessed task is of high importance and fulfills important goals of the group and NACADA in accordance with the NACADA Strategic Plan. **November 15<sup>th</sup>** is the desired due date for both pages of this report. Send the final version to Steve, Teri, Jennifer Joslin ([jejoslin@ksu.edu](mailto:jejoslin@ksu.edu)), and your EO liaison. Thank you!

Projects for this Year:	Strategic Goal that applies
Update and improve Academic Success and the Student-Athlete course content for NACADA summer course	Expand and communicate the scholarship of academic advising
Determine if there is a need to offer an advanced course for NACADA beyond Academic Success and the Student-Athlete curriculum	Provide professional development opportunities that are responsive to the needs of advisors and advising administrators
Finalize course facilitator guide and incorporate a NCAA training for new facilitators in the spring	Expand the use of innovative technology tools and resources to support the work of the Association
Offer Lunch and Learn sessions once per semester	Provide professional development opportunities that are responsive to the needs of advisors and advising administrators

Please choose **one** project or task to highlight for the Division that will be measured and assessed this year. This assessed task is of high importance and fulfills important goals of the group and NACADA in accordance with the NACADA Strategic Plan. Begin by completing columns 1-6 (one through six) below. If you have questions, contact Steve Viveiros ([viveiros\\_steven@wheatoncollege.edu](mailto:viveiros_steven@wheatoncollege.edu)) or Teri Farr ([tjarr@illinois.edu](mailto:tjarr@illinois.edu)). **November 15<sup>th</sup>** is the desired due date for both pages of this report. Send the final version to Steve, Teri, Jennifer Joslin ([jejoslin@ksu.edu](mailto:jejoslin@ksu.edu)), and your EO liaison. Thank you!

1	2	3	4	5	6	7	8
<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 (completed for the August 2019 report)</b>	<b>Future action(s) based on data (Data-informed decisions) (completed for the Aug. 2019 report)</b>
Expand the use of innovative technology tools and resources to support the work of the Association	Completion of a facilitator's guide will ensure consistency for the facilitation of our summer course Academic Success and the Student-Athlete provides excellent learning opportunities and professional development for our member and non-members who take the course. It is both a training guide and a reference	Ongoing input from the facilitator's guide subcommittee to its chair (past-chair of the NCAA Advisory Board) will insure a timely completion of this project. After a draft is developed, the entire Advisory Board should review the document and offer relevant edits/suggestions. Ideally, this would be completed in early Spring so it can be shared when recruiting potential course facilitators.	<b>A completed guide approved by the entire board is the way to measure success for this desired outcome.</b>	The NCAA continues to serve as a partner, and our liaison has agreed to lead some additional training in connection with the guide in April prior to the start of the summer course.	Since everyone on the board is busy with their work and part of various subcommittees, it will require checking in with our past-chair who is overseeing this initiative and setting up regular meetings with the subcommittee and entire board until it is completed.	<b>The facilitator's guide was almost completely finished before the start of the Summer 2019 course in June. The board used a shared google document to review progress. The only part that is incomplete is the informatio</b>	<b>Utilizing the data and feedback from the summer course participant post-course evaluation, we will update the facilitator's guide as well as input the 2020 course information and curricular changes in advance so</b>

	manual, and might aid in recruiting strong facilitators to participate in leading the course.					<b>n for the specific course dates/modules.</b>	<b>it will be completed but continue be a living, editable document.</b>
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