

To: NACADA Commission and Interest Group Chairs

From: Jenifer Scheibler, Executive Office Liaison

Re: May 2011 CIG Division Reminders

UPCOMING DEADLINES and EVENTS:

- **MAY 8** — Abstract for annual conference meeting (135 words or less), outlining agenda and/or discussion topics for the annual conference fall meeting of your respective commission or interest group, is due to Rhonda Baker at baker@ksu.edu. Annual conference staff members have most likely already contacted you with additional details on these abstracts. If you would like us to send you last year's abstract to use as an example, we would be happy to send it.
NOTE: Audio visual equipment (projector, laptop, screen, Internet) is not available for the commission and interest group meetings.
- **Annual Reports** — [Annual Report](#) deadline is **July 31**. Reports are required for commission chairs and optional for interest group chairs.
- Visit www.nacada.ksu.edu/CandIGDivision/CIGDivisionTimeline.htm for the complete CIGD Timeline.

2011 ANNUAL CONFERENCE - WHAT CHAIRS NEED TO KNOW NOW:

- **Annual Conference, Oct. 2-5 in Denver:** If you know, or there is a possibility, you will not be able to attend the annual conference, please begin finding a member or members of your commission/interest group to lead your unit's annual meeting and to staff your unit's table at the CIGD Fair. Ways to find a replacement(s) is to contact members of your steering committee or send an email to your unit members via Jenifer Scheibler at the Executive Office. As soon as you find a replacement(s), contact Jenifer Scheibler (jscheib@ksu.edu) with the name(s) of the individual(s) who will be handling the responsibilities during the conference in your absence.
- **CIG Division Meeting:** Both **current and incoming commission chairs** should plan to attend this meeting scheduled for **Saturday, October 1 from 1-5 p.m.** Some [expenses](#) will be reimbursed to commission chairs. Interest group chairs are encouraged to attend this meeting, but it is not required, therefore no expenses will be reimbursed for interest group chairs. Interest group chairs are encouraged to attend this meeting, but it is not required.
 - **NOTE to Commission Chairs:** If you are unable to make the trip to the Annual Conference ...
 - You do need to find a replacement to lead your commission meeting and staff the table at the CIGD Fair.
 - You do not need to find a person to attend the meeting in your place.
 - **NOTE to Interest Group Chairs:** If you are unable to make the trip to the Annual Conference ...
 - You do need to find a replacement to lead your commission meeting and staff the table at the CIGD Fair.
- **Expected Attendees at Fall Leadership Meetings:** <http://www.nacada.ksu.edu/Leadership/Fall2011MtgAttendees.htm>
- **Hotel Reservations:** Be sure to make your hotel reservations as soon as possible for the annual conference in Denver this fall. Reservation information is available on the conference web site at <http://www.nacada.ksu.edu/annualconf/2011/hotel.htm>.
- **2011 CIGD Fair at Breakfast:** The CIGD Fair will return to being held over breakfast. The 2011 fair is scheduled for **Monday, Oct. 2 at 7:15 to 8:15 a.m.**, and the format will remain the same as in the past.

MORE IMPORTANT INFO FOR CHAIRS:

- **CIGD Restructuring Update:** The Restructuring Implementation Task Force has continued to work via monthly conference calls and many email conversation. A big thank you to the chairs and CIGD steering committee members who provided feedback to the thematic clusters draft. Thanks to your input the document has been finalized. The task force is now working on the next step which involves determining the process for becoming and dissolving a commission and an interest group.
- **2011-13 Term CIGD Elections:** Incoming chairs were [elected to 11 commissions](#) and **Janet Spence**, University of Louisville, was elected to the post of Division Representative. All of these leaders will begin their two-year terms at the completion of the 2011 Annual Conference.

Please let David Spight (dspight@austin.utexas.edu), Lisa Peck (peckl@wcsu.edu) or Jenifer Scheibler (jscheib@ksu.edu) know if you have any questions about these items. **Thanks for all your efforts on behalf of your NACADA colleagues!**