Division Unit Report for the Distance Education Advising Commission
Submitted by Lindsey Byrd

Please complete **Columns 1 through 6** and return by **November 1, 2016,** to Commission & Interest Group Division (CIGD) Reps Rebecca Cofer, rcofer@abac.edu, and Erin Justyna, erin.justyna@ttu.edu, with a copy to CIGD Liaison Elisa Shaffer, elshaffer@ksu.edu. Please copy your unit's CIGD Steering Committee Member as well.

Columns 7 and 8 are included only for reference at this time, as they will not be completed until the progress report due August 15, 2017.

NACADA Strategic Goal(s) (List strategic goal(s) to which the outcome is related)	Specific desired outcome (What you want to occur as a result of your efforts; what you want someone to know, do, or value)	Actions, activities or opportunities for outcome to occur (What processes need to be in place to achieve desired outcome)	Outcome measurements & related data instrument(s) (How you will specifically measure for the outcome and any instruments you will specifically use e.g. survey, focus group)	Other groups or individuals (if any) to connect with in achieving this outcome (List any plans or opportunities for collaboration with other Committees, Advisory Boards or units regarding this outcome)	Challenges (if any) anticipated in achieving this outcome (How you plan to address difficulties that may arise as you work to achieve the outcome)	Progress toward achieving outcome (Only completed in August 2016 report)	Future action(s) based on data (Data-informed decisions) (Only completed in August 2016 report)
1. Provide professional development opportunities that are responsive to the needs of advisor and advising administrators Pursue Innovative technology tools and resources to support the Association Expand and communicate the scholarship of academic advising	1. Host at least three webinars per year on topics chosen by commission members	1. Contact commission members via listserv and at NACADA Events to determine topics they would like more information on pertaining to online advising Contact EO to discuss webinar including software used, developmental guidelines, and recordings of sessions	1. Three webinars created and broadcasted? (Yes/No) Does attendance increase for each webinar (Yes/No) Are webinars watched via commission site (Yes/No) Are webinars attended by 25 or more persons (Yes/No)	1. EO assistance with getting webinar links sent to commission via listserv and email EO assistance with getting webinars posted to NACADA commission website	1. If webinar cannot happen, check to see if EO has conference call number/code so everyone that wants to can meet via phone at a specific date/time.		

2. Sustain effective Association leadership Expand and communicate the scholarship of academic advising	2. Update and recruit members for the commission specifically to insert in commission address book	2. Gather commission member information through listserv and NACADA Events. Compile member information based on areas of interest so that the steering committee can contact individuals interested in assisting with specific commission projects such as research, writing, and webinars.	2. How often is this document viewed monthly? Has the commission submitted an article to a NACADA publication between October 2016-October 2017 (Yes/No) Has the commission submitted proposals for regional conferences (Yes/No)	2. EO assistance with tracking document views (monthly) EO assistance with getting document updated on the NACADA commission website	2. Document will have information with initial person's data gathered from conference and listserv. To increase the address book, reminders will be sent out bi-monthly to gather more data.		

3. Expand and communicate the scholarship of academic advising	3. Submit an official commission name change request	3. Define who we are and what we want to accomplish as a commission Gather rationale and suggestions for goals through listserv. Write rationale Follow steps on 'Unit Name Change Procedures' listed on the NACADA website.	3. At the CIG Division Meeting, is the name change vetoed <u>or</u> voted on at the annual meeting (March 2017)?	3. CIG Division Representatives and Division Liaison to the EO will receive email with rationale	3. If vetoed at annual meeting, discuss with Division Reps as to why and begin again with rationale with commission members support		

4. Promote the role of effective academic advising in student success to college and university decision makers Pursue innovative technology tools and resources to support the Association Expand and communicate the scholarship of academic advising	4. Create and publish sections of an interactive online guidebook to the commission site.	4. Gather information from commission members to determine what is essential to know for new advisors in online-distance advising. Information will be gathered via listserv and commission meeting at annual conference	4. Webinar hosted on this topic (Yes/No) Region IV conference proposal submitted on this topic (Yes/No) Three sections of guidebook published to site before mid-year report in August 2017 (yes/no)?	4. May collaborate with technology in advising commission for tips on tools useful for online students	4. This guide will be a work in progress with continuous information being added and updated. The chair and the steering commission will be responsible for updating this information in a timely manner.		
5. Pursue innovative technology tools and resources to support the Association Expand and communicate the scholarship of academic advising	5. Create a Commission Facebook Group	5. Create Facebook Page Add E. Shaffer as Admin to group	5. Page created (Yes/No) Likes reach 100 persons by Oct. 2017 conference (Yes/No) At least one post to the page per month (Yes/No)	5. May collaborate with technology in advising commission on technology tools and post to page	5. Time management will be the issue and maintaining webpage. Steering committee will be tasked with information to present on Facebook page		

					(approved by chair)		