**Division Unit Report for the Ethics & Legal Issues Commission**

**Submitted by Brittany Nicole Erwin**

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, 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.

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| **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 2017****report)** | **Future action(s)****based on data**(Data-informed decisions)**(Only completed in** **August 2017 report)** |
| Develop & sustain effective Association leadership. | Establish an ongoing Commission Steering Committee (2+). Establish other involvement opportunities for commission members. | Solicit volunteers at Annual Conference Meeting (and through ListServ); Follow-up invitations to serve on steering committee.Determine steering committeeneeds and roles, particularly in the context of immediate Commission needs.--Establish Regional Commission representatives for outreach & communication. | Report of steering committee members-provide list of members, roles, contact info-establish with ample time prior to annual proposal readings.Steering Committee will establish regular communication via zoom/ conf. call, email, and/or other methods.Report of regional reps/members-provide list of members, roles, contact info-establish & coordinate with ample time prior to regional conferences. | Collaborate with Regions/Region Conferences regarding dates, best options. | Ongoing/regular participation is the #1 issue. Working on increasing commission leadership, as well as increasing outreach/visibility, will hopefully lead to a committed core leadership team, and a broader membership involvement/base to draw from.  | Established a steering committee of two members.Coordinated with another group on a virtual brown bag webinar. | Find ways for Steering Committee to take a more active role. |
| Provide professional development opportunities that are responsive to the needs of advisors and advising. | Establish additional/ ongoing objectives and goals informed by the commission.Increase commission communication & visibility.  | Develop & administer commission survey.Outreach through ListServ, Facebook page, Commission member email.Outreach at Regional conferences via Regional reps. | Review results of commission survey.Review participation & responses to target most effective/desired options.Reporting/responses from Regional reps. | CIGD Steering/Admin, re: survey, emails Facebook Group Admin (not currently the Chair or Steering members)Future collaborations w/ other Commissions, based on anticipated overlap | Ongoing/regular participation is the #1 issue. Working on increasing commission leadership, as well as a increasing outreach/visibility, will hopefully lead to a committed core leadership team, and a broader membership involvement/base to draw from. Hopefully, a survey will help us know if we are on the right track! | Monthly listserv, Facebook and LinkedIn communications.Solicited volunteer for annual conference | Survey members to determine needs/desires.Update website with pocket guide and/or best practice resources/tips sheet. |