Advisory Board/Committee Chairs

2011 End of Year Report Form

The purpose of this report is to describe all that has been accomplished over the past year. As you recall from our mid-year phone conference, we encouraged you to articulate a few tangible goals in measurable terms and the strategies/approaches that the board/committee will undertake to meet the goals. For the end of the year report, you are to indicate in the results column the extent to which the goals were achieved and based on that data list any appropriate next steps or recommendations for action.

**Advisory Board/Committee Name:** Administrators’ Institute Advisory Board

**Mission/Charges to Advisory Board:**

Advise the Executive Office on strategies and activities for providing services to members and for organizational operations specifically related to the Administrators’ Institute and the Winter Seminar.

The Administrators’ Institute will offer high quality professional development opportunities that will maintain NACADA’s status as experts in the field of Advising Administration. This Institute has served administrators, advisors and faculty advisors establishing a reputation for excellence within the global community fulfilling the vision of **NACADA to be the leader for the theory, delivery, application and advancement of academic advising to enhance student development.**

The Winter Seminar will offer high quality professional development opportunities that will maintain NACADA’s status as experts in the field of Advising. In the past, the Seminar has served administrators, advisors and faculty advisors establishing a reputation for excellence within the global community fulfilling the vision of **NACADA to be the leader for the theory, delivery, application and advancement of academic advising to enhance student development.**

**Current Members** (name, institution, email); please put an * next to new members:
Administrators’ Institute Advisory Board

**Casey Self**, Chair, Arizona State University  (2009 - 2011)

**Bill Torgler**, Incoming Chair, University of Akron -  (2011-2013)

**Jacqueline Clark**, University of North Carolina - Pembroke (2010-2012)

**Morgan Dollman**, Qatar University (2010-2012)

**Janet Spence**, University of Louisville (2010-2012)

**Frances Collazo-Curtis**, Sacred Heart University (2009-2011)

**Stephanie Hands**, University of New Mexico - Main Campus (2010-2012)

**Renee Rowland**, University of Southern Indiana (2009-2011)

**Nicole Cameron Becketts**, Baltimore City Community College  (2010-2012)

**Incoming Board Members - October 2011**

- Alison Chandler, University of Nevada-Las Vegas (2011-2013)
- Leroy Hamilton, Norfolk State University (2011-2013)
- Chrissy Jones, Spokane Falls Community College (2011-2013)
- June Marlowe, Chamberlain College of Nursing (2011-2013)

Executive Office staff: **Charlie Nutt, Jennifer Rush**

Criteria used to create and maintain diversity of membership (size of institution, region, role, ethnicity, new and experienced professionals, etc.):
- This advisory board is balanced by school size and type, as well as includes an international presence. We were able to maintain diversity from an ethnic, racial and sexual orientation perspectives as well. All advisory board members must have participated in at least one previous NACADA Administrators' Institute.

**Completed Planning Matrix for 2010-2011**

Directions: Please copy and paste columns 1 and 2 from your beginning of the year report. Next, write out appropriate responses that best describe the current results toward completing each goal. Finally, provide concrete next steps for the board/committee based on the results to date.

<table>
<thead>
<tr>
<th>Goals (identify link to NACADA strategic goal # for each stated goal)</th>
<th>Strategies/Approach to address goal</th>
<th>Results</th>
<th>Recommendations for Action</th>
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| Review and refine curriculum for Administrators' Institute each year (Strategic Goals #1, #2, and #4). | - Define key objectives of curriculum (outlined in new AI Outcomes document attached to this report)  
- Review assessment strategies for past, current and future institutes  
- Integrate findings from assessment of past AI and other related assessment (Advising Administrators Commission survey) | Final DRAFT of AI Outcomes have been created, and now approved by the Advisory Board meetings in October 2011 in Denver. | Advisory Board will review and finalize in Denver, 2011. |
| Consider Leadership Development component of AI on a permanent basis (Strategic Goals #1) | - Infused Leadership Development into AI curriculum in 2011 as pilot  
- Reviewed assessment strategies to determine if Leadership Development should be permanent component | Evaluations and assessments were completed and recommendation to advisory board will be made to keep Leadership Development a permanent component of curriculum. | Advisory Board review for consideration of permanent inclusion of Leadership Development in spring 2012 and beyond. |
<p>| Explore establishing a formal training program for academic advisors who wish to become administrators (Goals #1, #2, and #4) | - A sub-committee of board members as well as possible members of the Administrators Commission and Professional Development Committee has been identified to explore this issue (Casey Self, Bill Torgler, Nicole Cameron-Becket, Janet Spence) | Hopeful results will be a proposal to establish some sort of formal training program in the near future. | Committee needs to review assessment materials recently collected to determine specific needs |</p>
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<th>End of year report 2011</th>
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<tr>
<td><strong>Participate in decision process to determine Winter Seminar Topic during Institutes (Goals #1 and #2)</strong></td>
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| **Review and re-define NACADA Charge to AI Advisory Board** | **Reviewed current charges and made revisions**  
**Revised new charge to be consistent with AI Outcomes Document.** | **New Charges are identified under Mission/Charges To Advisory Board in this report above.**  
**New Charge to be submitted to Advisory board at Denver 2011 meetings.**  
**New Charge proposed to Administrative Division at annual meeting in 2011** | **Update Charges of Advisory Board in official NACADA language.** |