Advisory Board/Committee Chairs

Fall 2012 Report Form

We are interested in learning about your plans for the upcoming year. As you recall from our meeting at the Annual Conference, we are encouraging you to identify a few tangible goals that you are likely to be able to complete by the end of the next year.

Directions: Please complete the information requested below regarding mission, members, and criteria used to create and maintain diversity. Please complete the planning matrix by identifying what NACADA Strategic goals your respective Committee or Advisory Board’s goals will meet. If some goals from your last report were completed or if next steps have been solidified add them to column two, labeling them as a goal from your last report, and what results and/or actions are planned. Also, please list any new goals or items you plan to work at your meeting in Nashville, label them as new, and fill out the columns appropriately.

Committee/Board Name: Administrators’ Institute Advisory Board

Mission:

Advising 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.
Members (name, institution, email); please put an * next to new members:

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

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

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

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

*Stephanie Hands*, University of New Mexico - Main Campus (2012-2014)  
(Stephanie will be serving a second term on the Advisory Board)

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

**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)

*Selma Haghamed*, Qatar University (2012-2014)

*Chiquita Henderson*, State College of Florida (2012-2014)

*WillaMarie Jackson*, Ohio University (2012-2014)

*Gerald Williams*, Bainbridge College (2012-2014)

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.
Planning Matrix for 2011-2012

Completed Planning Matrix for 2011-2012

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>
<th>Groups that will be impacted or to work with</th>
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<tr>
<td>NEW: Introduction of a textual curriculum into the Administrator’s Institute. (Strategic goals #2, #3, and #4)</td>
<td>Incorporation of the NACADA monograph “Academic Advising Administration: Essential Knowledge and Skills for the 21st Century” into the upcoming Administrator’s Institute in San Diego, CA. (February 2012)</td>
<td>The survey results did not glean responses related to the use of the monograph. There was annotative evidence, however, that the distribution and use of the document was effective. The result will be the continuation of the distribution and use of the monograph within the Institute. The total cost of the document will be built into the Institute fees.</td>
<td>Continue the use of the monograph as a part of the curriculum of the Administrators Institute.</td>
<td>Publications Advisory Board</td>
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**NEW:** Identify participants of the Administrator's Institute for future AI faculty opportunities. (Strategic goals #1 and #5)

- **NEW:** Educate academic advising administrators on the topic of hiring professional staff and performance appraisals. (Strategic goals #2, #3, #4, and #5)

**NEW:** Engage with participants specific to the goal of identifying future faculty.

- Incorporate a concurrent session into the 2012 Administrator's Institute in San Diego.

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<th>Review and refine curriculum for</th>
<th>There are two new faculty waiting approval for the 2013 Administrators Institute. Both faculty continue the Advisory Board's philosophy of utilizing individuals from recent participants of the Institute. As well, we continue our emphasis on identifying diversity among our faculty.</th>
<th>Utilize Advisory Board in conjunction with the Diversity Committee to identify and review prospective faculty.</th>
<th>Diversity Committee</th>
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| 2012 Administrators Institute survey results show a 100% rating of effective or higher in terms of information stemming from this concurrent session. | The July Advisory Board web conference has determined to maintain this session for the 2013 Institute. | Advisory Board review of survey data, as well as | Advising Administration Commission
Professional Development Committee |
| Administrators’ Institute each year (Strategic Goals #1, #2, and #4). | Review assessment strategies for the Administrator’s Institute. Analyze data for the purpose of developing AI curriculum. | Administrators Institute survey results, as well as Advisory Board discussions have led to the implementation of a new/recent advising administrator track for the 2013 Administrators Institute. Included will be the development of a concurrent session specifically for this demographic. | Possible opportunities include the following:  
- Incorporating a concurrent session(s) into the Administrator’s Institute to reach and attract this demographic.  
- Panel discussion webcast for academic advisors aspiring toward advising administration.  
- Formal NACADA professional development program.  
Survey 2012 Winter Seminar participants and feedback from leadership within the Advising Administration Commission and the Professional Development Committee. |
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<td>Explore establishing a formal training program for academic advisors who wish to become administrators (Goals #1, #2, and #4)</td>
<td>Continued work by an Advisory Board subcommittee created to identify professional development opportunities for academic advisors aspiring to advising administration. (Casey Self, Janet Spence, and Bill Torgler)</td>
<td>The Administrators Institute Advisory Board has been successful in the implementation of the first of three identified opportunities with the inclusion of a concurrent session related to this goal for the 2013 Administrators Institute.</td>
<td>Professional Development Committee</td>
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<td>Participate in decision process to determine Winter Seminar Topic</td>
<td>The 2012 Winter</td>
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<td>Advising Administration Commission</td>
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<td>during Institutes (Goals #1 and #2)</td>
<td>Identify 2013 topic via the 2012 survey data combined with the review and analysis of Advisory Board.</td>
<td>Seminar survey results indicated a desire and a need from participants to learn about adult learners. The topic is currently being developed, with Lisa Peck from Western Connecticut State University.</td>
<td>poll Advising Administration Commission membership for ideas and feedback.</td>
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