## August 2015 Unit Report

**Unit (Committee, Advisory Board, Commission, Region, etc.):** Administrators’ Institute Advisory Board

**Mission:** NACADA promotes student success by advancing the field of academic advising globally. We provide opportunities for professional development, networking, and leadership for our diverse membership.

<table>
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<tr>
<th>NACADA Strategic Goal(s) (List strategic goal(s) to which the outcome is related)</th>
<th>Specific Desired Outcome (What you want to occur as a result of your efforts; what you want someone to know, do, or value)</th>
<th>Actions/Activities/Opportunities for Outcome to Occur (What processes need to be in place to achieve desired outcome)</th>
<th>Outcome Measurements &amp; Related Data Instrument(s) (How you will specifically measure for the outcome and any instruments you will specifically use e.g. survey, focus group)</th>
<th>Progress toward Achieving Outcome (Only completed in fall reporting)</th>
<th>Future Action(s) Based on Data (Data-informed decisions) (Only completed in fall reporting)</th>
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<td>New Strategic Goals: 2, 3, and 5.</td>
<td>Curricular Review -AI will be reviewed and if needed – revised to reflect current needs of Academic Advisement Administrators. Academic Administrators that attend the institute will be given a relevant and up to date experience based on current national trends and needs.</td>
<td>The AI board will be meeting more regularly online to develop and implement a review of the curriculum. The board will work with the Executive office to ensure that the goals and direction of the review are relevant and appropriate.</td>
<td>The board will work with the faculty and executive office during the review process to obtain feedback on progress. <strong>The following will not occur until 2016.</strong> A survey is given every year at the end of attendance. We will compare results from past institutes. We would also like to ask returning attendees to participate in a focus group.</td>
<td>Emails were sent to the following groups for suggestions on how we may be able to improve AI: AI Advisory Board member both past and present. Academic Advising Leadership Association of Deans and Directors of University Colleges Members of the Reinvention Center Suggestions were categorized and reviewed by S. Hands, C. Nutt, and C. Self</td>
<td>Final approvals by the advisory board for the new curriculum will occur in September. Review of new structure’s success will occur after February 2016. This will consist of: Targeted faculty feedback after Feb. More in-depth feedback will be solicited from the campus-wide administrators that attend in 2016 as well</td>
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The Institute will respond to an emerging group of campus wide Directors of Advisement or Associate Provosts by developing a “case study” based curriculum. We will continue to have the track for Administrators of one unit as well.

Choice of interns were expanded to include a campus-wide representative.

The Winter seminar for 2016 address Advising and Analytics.

Hobson, The Reinvention Center, and EAB will collaborate with NACADA to identify and sponsor institutions that can either exemplify best practices/help direct the conversation or would benefit from attending the Institute.

Because the new goal for 2014-2015 is an ambitious one, we will continue to make adjustments to the continued goals but the bulk of our energy this year will be dedicated to the curricular review.
| **Continued**  
| **1.) (Strategic Goal #1, #2, and #4)** | **Provide additional information on the Administrator Institute website to offer opportunities to more/new attendees through the event.** | **The website will be edited to make it more transparent the choices of faculty at AI through enhanced information.** | **Survey question(s) will be to attendee post event evaluation.** | **Nothing specific to report on this goal.** |
| | **AI and Winter Seminar participants will be more informed on the faculty and the value they add as facilitators and presenters.** | | | |
| **2.) (Strategic Goals #1, #2, and #5)** | **Incorporate a tangible new/aspiring advising administrator component into the Administrator’s Institute.** | **Improve on structure and Communication of Aspiring and New Administrator roundtable.** | **Feedback will be sought post-event during the faculty debriefing session as well as recording any feedback given by attendees during or after sessions via survey or evaluation. (need to revisit this goal from last year)** | **New and Aspiring Administrators will have a new opportunity to collaborate with higher level administrators through the shared components of the new institute program.** |
| | **Enhance opportunities for new/aspiring advising administrators through networking and roundtable discussions.** | **Continue to offer and market the new administrator reception.** | | |
| **3.) (Strategic Goals #2, #4, and #5)** | **Identify participants of the Administrator’s Institute for future AI faculty opportunities.** | **Emphasis on developing a faculty representing broad diverse characteristics (Race, religion, international cultures, sexual orientation, etc.)** | **Feedback will again be sought post-event during the faculty debriefing session. As well, enhancements to this goal will be vetted during future AI Board meetings.** | **We will take on two new interns for the 2016 event. One of which has been identified for the higher level administrative track.** |
| | **Engage with participants specific to the goal of identifying future faculty.** | **Stephanie Hands and Josh Smith were the faculty mentees for AI 2014.** | | |
Reporting Due Dates: Columns 1 through 4 are to be completed by November 1 each year; columns 5 and 6 are to be completed by August 15 each year. For 2014-2015, send your completed report to Charlie Nutt, VP David Spight, and Council Reps Kerry Kincanon and Brett McFarlane.

Administrators' Institute Advisory Board
Stephanie Hands, Chair, The University of New Mexico (2015-2017)
Bill Torgler, Past Chair, University of Akron - Main Campus
Kimberly Altura, San Francisco State University (2014-2016)
Francis Atuahene, West Chester University of Pennsylvania (2014-2016)
Selma Haghamed, Qatar University (2014-2016)
Scott Vaughn, East Tennessee State University (2014-2016)

Karen Archambault, Brookdale Community College (2015-2017) renewing term
Chrissy Jones, Spokane Falls Community College (2015-2017) renewing term
Austin McNair, American Military University (2015-2017)
Michelle Steiner, George Washington University (2015-2017)

Executive Office Liaison: Charlie Nutt, Jennifer Rush