## August 2014 Unit Report

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

**Chair:** Stephanie Hands / Bill Torgler

**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.

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<th>NACADA Strategic Goal(s)</th>
<th>Specific Desired Outcome</th>
<th>Actions/Activities/Opportunities for Outcome to Occur</th>
<th>Outcome Measurements and Related Data Instrument(s)</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><strong>New</strong></td>
<td><strong>AI and Winter Seminar</strong></td>
<td><strong>The website will be edited to make it more transparent the choices of faculty at AI through enhanced information.</strong></td>
<td><strong>Survey question(s) will be to attendee post event evaluation.</strong></td>
<td><strong>The Website was updated with more information about our faculty and their expertise. Survey Question directly related to information presented was not added. Feedback as to the effectiveness of the faculty was positive on survey.</strong></td>
<td><strong>Continue to work with Jennifer Rush to assess effectiveness of this approach.</strong></td>
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<td><strong>1.)</strong> Provide additional information on the Administrator Institute website to offer opportunities to more/new attendees through the event (Strategic Goal #1, #2, and #4)</td>
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- **Strategic Goal #1:**
- **Strategic Goal #2:**
- **Strategic Goal #4:**
2.) Incorporate a tangible new/aspiring advising administrator component into the Administrator's Institute. (Strategic Goals #1, #2, and #5)

| Enhanced offerings for the new/aspiring advising administrator component into the Administrator's Institute | Improve on structure and Communication of Aspiring and New Administrator roundtable and reception. | 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. | The events offered specifically for new/aspiring administrators (NAA) were well attended. We had several new attendees at the social the evening prior to the event. There were many faculty that attended so it allowed NAA to familiarize themselves with whom they were going to be working.

The roundtable discussions during the consultant times continue to grow. Discussions this year were diverse and it continued throughout the consultant time.

One comment from survey stated a need for more structure/better facilitation.

28 of the 52 completed surveys were from as NAA attendees. | Continue to offer NAA events. | Better plan for roundtable discussion. Proactive recruitment of other seasoned administrators. Possibly queue questions or table based on general interests. Possible reward for seasoned administrators donating time to discussions. Depending on expertise shown, could be a way of future faculty recruitment. |
### 3. Identify participants of the Administrator’s Institute for future AI faculty opportunities. (Strategic Goals #2, #4, and #5)

| Engage with participants specific to the goal of identifying future faculty. | Emphasis on developing a faculty representing broad diverse characteristics (Race, religion, international cultures, sexual orientation, etc.) Chrissy Davis Jones was our first mentee to the AI faculty in February 2013. We have added two more mentees for the 2014 Institute: Stephanie Hands and Joshua Smith | 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. | Feedback from Mentors was that mentees did a good job. Expectations may need to be outlined a little more clearly. Both mentees reported enjoying the experience and would like to participate in 2015. Depending on attendance, the new faculty may have seasoned faculty supporting them in small group discussion. | Discuss with board the possible ways to recruit future faculty. Encourage board members to submit inventory sheets as they do have experience with AI. Also see last comment for future endeavors on #2. |

| A.) Continue to respond to the feedback given via 2013 post event survey. B.) Alter the way we collect information for analysis by changing how we ask for information | A.) Review the introduction of new 2014 Technology topic via the 2014 survey data combined with the review and analysis by the Advisory Board. B.) Jennifer Rush proposed asking what challenges administrators are facing instead of what they would like covered during the Winter Event. This allows us to analyze results for a more direct response to the needs of administrators. | A.) Survey 2014 Winter Seminar participants and poll Advising Administration Commission membership for ideas and feedback. B.) Survey questions will be added during 2014 event. Redesign of questions will be included in 4-A (above). Resulting information will again be reviewed by the Advisory Board, Faculty, and NACADA leadership. | Challenges mentioned in the 2014 survey can be categorized into general themes: limited resources, campus wide structure/understanding/collaboration, student and staff engagement/motivation. Based on this, evidence of interest at other events, and individual testimonials of interest passed on to the Executive Office, two topics surfaced as possibilities for WS. Both the AI Faculty and the AI Advisory Board were asked which of the two topics brought | Offer one of two subjects listed as discussion is ongoing at this time. Discuss with Board at Annual meeting how we may be more proactive on determining interest in topics. |

### 4. Participate in decision process to determine Winter Seminar Topic during Institutes

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forward do they believe is the better topic. Faculty Engagement and Peer Advisors were the two topics.

Administrators' Institute Advisory Board

**Stephanie Hands**, Chair, The University of New Mexico (2013-2015)
**Bill Torgler**, Past Chair, University of Akron - Main Campus (2013-2014)

**Chrissy Jones**, Spokane Falls Community College (2013-2015) renewing term
**June Marlowe**, Chamberlain College of Nursing (2013-2015) renewing term

**Selma Haghamed**, Qatar University (2014-2016) renewing term
**Scott Vaughn**, East Tennessee State University (2014-2016)
**Francis Atuahene**, West Chester University of Pennsylvania (2014-2016)
**Kimberley Altura**, San Francisco State University (2014-2016)

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