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.

Committee/Board Name: Membership

Mission

The Membership Committee recommends policies, procedures, and strategies for enhancing the membership in NACADA both numerically and qualitatively. The Committee recommends policies, procedures, and initiatives to assure a growing and vital membership organization.

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

Sherrie Jensen (sjensen3@weber.edu) Chair, Weber State University (2014) Region 10
David Marchesani (david.marchesani@uni.edu) Past-Chair, University of Northern Iowa (2013) Region 6
Janis Albright (jalbright@usm.maine.edu) University of Southern Maine (2013) Region 1
Chuck Allen (callen@temple.edu) Temple University (2012) Region 2
Art Farlowe (afarlowe@gwm.sc.edu) University of SC-Columbia (2013) Region 3
Karen Schiferl (kschif@olemiss.edu) University of Mississippi (2012) Region 4
Brian Hinterscher (bhinter@siue.edu) Southern Illinois University-Edwardsville (2013) Region 5
* Jo-Ann Stewart (jo.stewart@brocku.ca) Brock University (Canadian Rep) (2014) Region 5
Kimberly Schrim (kimberly.schrim@uni.edu) (Graduate Student) (2012) Region 6
Abby Coffin (acoiffin@ku.edu) University of Kansas (2013) Region 7
Tamie D. Saffell (saffellt@wou.edu) Western Oregon University (2012) Region 8
TBA Region 9
TBA Region 10
Charlie Nutt (cnutt@ksu.edu) Ex Officio, NACADA Executive Office
Bev Martin (bmartin@ksu.edu) Ex Officio, NACADA Executive Office
Judy Weyrauch (weyrauch@ksu.edu) Ex Officio, NACADA Executive Office

Criteria used to create and maintain diversity of membership (size of institution, region, role, ethnicity, new and experienced professionals, etc.):

- Differences in Institution type
- Differences in advising position (Faculty advisor, Advising Director, Academic Advisor, etc.)
- Differences in region
- Differences in ethnic background
### 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>
</tr>
</thead>
</table>
| 1) Promote the role of Membership Committee to NACADA members and role in regional leadership. (SG 5) | 1) Create and establish communications to regional and institutional leadership regarding activities of committee and role of members in NACADA planning. | 1) Emails to institutions of committee members sent by chair | 1) Continued communications by chair to promote member involvement in committee | 1) NACADA Regional Leadership  
1) Individual Committee Member Institutions |
<p>| 2) Review “Allied” membership – define expectations, requirements, and role of members with NACADA. (SG 5) | 2) In consultation with Executive Office, review and discuss language for affiliate members benefits and responsibilities to NACADA. | 2) Goal Completed in collaboration with Executive Office |  | |
| 3) Develop a guidebook to aid in the formation of advising associations internationally (SG 1) | 3) New Initiative form Board - To be determined after first Committee conference call in December. | 3) First draft of Guidebook completed | 3) Continued review of draft and vetting to international members | Establish web page on NACADA website with information and guidebook in pdf format |</p>
<table>
<thead>
<tr>
<th>4) Define and establish a connection between the Membership and Diversity Committees. (SG 5)</th>
<th>4) Cross-representation with each committee (i.e. Membership Committee representative on Diversity Committee)</th>
<th>4) Each committee establish an ex-officio member from the other committee</th>
<th>4) Membership Committee Members Diversity Committee Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>5) Establish graduate student resources and connections. Increase graduate student membership in NACADA by 5%. (SG 3)</td>
<td>5) Develop resources for graduate students and opportunities for personal connections to and from NACADA membership and sponsored events / activities.</td>
<td>5) Graduate Student Committee Representative Graduate Student Web Page Graduate Student Contributions to NACADA Blog Established Institutional Graduate Student / Program Liaison - Purposes and Goals of Program - Responsibilities of NACADA Liaisons</td>
<td>5) Institutional Graduate Student / Program Liaison for NACADA - Identify liaison for each institution - Begin building relationship with students and program representatives</td>
</tr>
<tr>
<td>6) New: Review of &quot;exit survey&quot; for non-renewing NACADA members</td>
<td>6) Establish sub-committee to review and present finding</td>
<td>6) Review of results to identify trends and patterns for establishing future goals and tasks of committee to encourage renewal / continued membership</td>
<td>6) Non-Renewing Members Current Members Nearing Renewal Date</td>
</tr>
</tbody>
</table>