Minutes of the Meeting of the Professional Development Committee
NACADA Annual Conference – Salt Lake City
October 6, 2013

Present:
Nora Allen Scobie, Chair (2011-2013), University of Louisville (2009-2015)
Jo Anne Huber, Summer Institute Advisory Board Chair, University of Texas-Austin (2012-2014)
Karen Boston, Assessment Institute Advisory Board Chair, University of Arkansas-Fayetteville (2012-2014)
William Torgler, Administrators’ Institute Advisory Board Chair, University of Akron-Main Campus (2011-2013)
Stephanie Hands, Incoming Administrators’ Institute Advisory Board Chair, University of New Mexico (2013-2015)
Bruce Norris, Annual Conference Advisory Board Chair, West Chester University of Pennsylvania (2012-2014)
Jeanette Wong, Publications Advisory Board Chair, Azusa Pacific University (2012-2014)
George Steele, Technology Committee Chair, Ohio State University (2011-2014)
Yvonne Halden, Incoming Webinar Advisory Board Chair, University of Manitoba-Canada (2013-2015)
Frank Yoder, Member-at-Large, University of Iowa (2011-2013)
Rich Robbins, Member-at-Large, Bucknell University (2012-2013)
Teri Farr-Beinheke, Member-at-Large, Illinois State University (2012-2015)
Leigh Cunningham, Ex Officio, NACADA Executive Office

Absent:
Vincent Kloskowski, Advising Administration Commission Chair, Saint Joseph’s College of Maine (2012-2014)
Deborah Hull, Incoming Advisor Training and Development Commission Chair, Mesa Community College (2013-2015)
Adam Duberstein, Incoming Diversity Committee Chair, Bowling Green State University (2013-2015)
José Rodriguez, Webinar Advisory Board Chair, Florida International University (2011-2013)
Heather Doyle, Diversity Committee Chair, Dalhousie University (2011-2013)
Jo Stewart, Member-at Large (International), Brock University (2012-2014)
Monica Jones, Member-at-Large, University of Arkansas (2011-2014)
Wei-Chien Lee, Member-at-Large, San Jose State University (2010-2013)
Cornelius Gilbert, Member-at-Large, University of Wisconsin-Madison (2011-2013)

Guests:
Joanne Damminger, Incoming NACADA President
JP Regalado, Incoming NACADA Vice President
Terry Musser, NACADA Administrative Division Representative
Charlie Nutt, NACADA Executive Director
Jennifer Joslin, NACADA Associate Director
Marsha Miller, NACADA Assistant Director

Chair Nora Scobie reported on the status of GOALS 2012-2013
1. Committee’s current Outcomes document will be reviewed by a subcommittee, which will submit suggestions for change by 1 July 2013, so that discussion can begin on suggested changes prior to the 2013 annual meeting in Salt Lake City.
   • This was accomplished by a sub-committee headed by Rich Robbins, but needs to be updated to match with new association Vision/Mission/Goals.
2. A subcommittee will identify and data-mine existing material on member professional development needs and report on their findings by 1 July 2013.
   • This was put on hold due to conversation at the division level as to whether the committee would continue

Items for Discussion

Nora shared – from the Administrative Division meeting – that all units are asked to review their history and purpose over the coming year. This process had already begun with this committee, and the following committee work-cycle and restructure had been proposed and discussion begun prior to this meeting.
The following 3-year cycle is proposed for the group’s work:

- **Year 1:** Review and "data mine" from this year’s event evaluations for the three institutes and annual conference (general information only, not individual faculty - to be completed in time to have the analysis for the 2014 committee meeting) and possibly give feedback to those groups on other questions that might be included in future evals.
- **Year 2:** Develop an all-member survey, drawing on what has been gleaned from that review (to be completed in time to have the analysis for the 2015 committee meeting).
- **Year 3:** Focus groups at Regional Conferences, with questions developed from what has been learned in the previous two years (to be analyzed in time for review at the 2016 committee meeting).

**Proposed new structure:**

1. Chair
2. Past Chair
3. Chair, Advisor Training and Development Commission
4. Members who serve as liaisons to
   - Summer Institute Advisory Board
   - Administrators’ Institute Advisory Board
   - Assessment Institute Advisory Board
   - Annual Conference Advisory Board
   - Webinar Advisory Board
   - Publications Advisory Board

The Chairs of these entities could still serve in this liaison role, if they choose, but would not have to — if preferred, the AB Chair could work with the Committee Chair to find someone who would serve as the communication link between the two groups. The role of these committee members will be to attain data/information from the designated Advisory Board as needed for committee analysis, and to share relevant results of committee analysis with that AB Chair. Whenever possible, these members would be asked to assist with gathering information at Region Conferences in years where focus groups were deployed.

5. Members who have some knowledge in the development and review of assessment instruments. Their role will be to assist the Chair in the development and analysis of surveys, focus group questions, or other instruments that the committee may wish to employ. These members would also be asked to, if possible, assist with gathering information at Region Conferences in years where focus groups were deployed.

**Addressing the proposed structure:**

- Jo Stewart asked that there always be international representation
- Sam Murdock questioned whether it would work better to have liaison appointed from the PDC to the other entities, rather than the current process of having liaisons come from the other entities to the PDC.
  - Bill Torgler stated that the current process makes sense, but there needs to be a re-visioning among the Chairs (or representatives) of the other groups who also sit on this committee so that they feel they are as much a part of this committee – and the work they do here as important – as what they do in their original group.

**Addressing the proposed work cycle:**

- Several members felt that it would be beneficial to develop one or two questions that could be added to all event evaluations so that information could be gathered via a wide net. Some felt that when people are at a particular event, they are so focused on that particular environment that they would be unlikely to give responses that would be widely applicable.
- Joanne Damminger wondered if it might be possible to add questions to other documents, such as the membership form or a registration form. Marsha Miller replied that this would not work well as it would require the student workers to input mixed data into different systems from one form.
- Sam Murdock stated that he believes it is very important that the committee move forward with an all-member needs assessment survey this year.
GOALS 2013-2014

1. Review the committee’s history and purpose
   o Measurement:

2. ?
   o Measurement:

ACTION ITEMS

- Leigh Cunningham will prepare a report on the committee’s history