I. Welcome and Introductions

Wendy Troxel, Chair (2012-2014), Illinois State University (2006-2016), Region 5
Ryan Tomasiwicz, Incoming Chair (2014-2016), University of Illinois (2012-2016), Region 5
Leigh Cunningham, Ex Officio, NACADA Executive Office

CONTINUING:
Janet Schulenberg, Immediate Past Chair (2010-2012), Penn State University (2006-2016), Region 2
Shannon Burton, Michigan State University (2011-2015), Region 5
Susan Campbell, University of Southern Maine (2013-2015), Region 1
Robert Hurt, California State Polytechnic University-Pomona (2011-2015), Region 9
Melissa Johnson, University of Florida (2013-2015), Region 4
Candice Patton, Friends University (2013-2015), Region 7
Leigh Shaffer, retired, West Chester University, NACADA Journal Co-editor (2012-2015), Region 7
Kathleen Smith, Florida State University (2005-2015), Region 4
Julie Traxler, Rutgers State University-New Brunswick (2011-2015), Region 2
Jennifer Bloom, University of South Carolina (2008-2016), Region 3
Paulette Brower-Garrett, College of Staten Island / CUNY (2012-2016), Region 1
Sarah Champlin-Scharff, Harvard University (2010-2016), Region 1
Yung-Hwa Anna Chow, Washington State University (2012-2016), Region 8
Gieselle Deng, Metropolitan Community College - Penn Valley (2012-2016), Region 7

OUTGOING:
Sharon Aiken-Wisniewski, University of Utah (2005-2014), Region 10
Cornelius Gilbert, University of Wisconsin (2008-2014), Region 5
Janice Williams, University of Texas at Austin (2012-2014), Region 7

INCOMING:
Heather Ammons, The University of Alabama (2014-2016), Region 4
Liz Morningstar, University of Colorado-Boulder (2014-2016), Region 10
Drew Puroway, University of St Thomas (2014-2016), Region 6
Wendell Schwab, Penn State University (2014-2016), Region 2

II. Purpose of the Committee

The NACADA Research Committee promotes conditions that advance the body of knowledge within the field of academic advising. In order to accomplish this, the Research Committee:

1. Communicates the value of scholarly inquiry, promotes its use in enhancing advising practice, and supports efforts to conduct new research;
2. Encourages scholarly inquiry that addresses contemporary and emerging issues in academic advising and higher education from a wide variety of perspectives and methodologies;
3. Promotes conditions that empower advisors as contributors of knowledge.

The committee:
1. monitors the status of research being conducted and published in the field.
2. communicates the value of research and promotes it within the Association to those actively pursuing or beginning active pursuit of research related to academic advising.
3. provides technical support and guidance to those conducting research or desiring to conduct research related to academic advising.
4. solicits and reviews applications for NACADA Research Grants and makes recommendations on awarding those grants (Policy Number AD-10).

III. Administrative Division report (Chair) – see attachment 1

IV. Sub-Committee Reports
- Conference Speaker (Ryan Tomasiewicz)
  - Reminder: 2015 speaker recommendation due Nov 1
- Common Reading (Sarah Champlain-Scharff)
  - "A Center for Academic Achievement: How Innovative Collaborations Between Faculty and Learning Center Administrators Built Model, Credit-Bearing, First-Year Courses with Embedded Support for At-Risk Students." (Bukowiecki, et al., 2008)
  - Thursday, October 9 from 5:30 -7:00 p.m. (Minneapolis Convention Center, Room 200 AB)
- Research Agenda and Research Listserv (Wendy Troxel)
  - Operated with intermittent activity; recommend an active sub-committee to post a “research-related question of the month” to generate interest (collaborate with the doctoral student group, perhaps)
- Research Workshop(s) (All who conducted a workshop at a Regional Conference)
  - Pre-conference workshops or concurrent sessions were held at Regions 1, 2, 4, 5, 8, and 9
- Research Symposia (Wendy Troxel, Susan Campbell, and Kathleen Smith)
  - Research Symposium at Region 1 (Newport, RI) – March 21-22, 2014 - 12 participants
  - International Research Seminar (Maastricht, Netherlands) – June 12-13 and June 16-17, 2014 – 30 participants
  - Research Symposium at Annual Conference Pilot (Minneapolis, MN) – October 8, 2014 during pre-conference workshop time, with ind. meetings to follow throughout conference - ___ participants
- Student Research Awards (Wendy Troxel)
  - In 2014 there were three applicants; two were awarded (both master’s level)
- Research Grants (Wendy Troxel)
  - November 2013:
    - 4 submitted; 3 accepted; $5782 awarded
  - March 2014:
    - 3 submitted; 1 accepted; $3,400 awarded
    - Note: Subcommittee was pleased with the quality of the applications, but we should continue to provide assistance to potential applicants. Propose we should add a “what does a good proposal look like?” document to the NACADA grant guidelines website
  - Reminder: first round reviews begin Oct 1 and close Nov 1
    - Round 2 – February 15 – March 15
- Sponsored Surveys (Ryan Tomasiewicz)
  - In 2014 there were three requests for surveys to be disseminated; one was approved

V. Subcommittee Assignments / New Subcommittee Chairs – see attachment 2

VI. Other Business – The future of research in NACADA - Charlie Nutt may visit to join the discussion!

VII. Welcome, Chair Ryan!
NACADA RESEARCH COMMITTEE CONTRIBUTION TO NACADA STRATEGIC GOALS
Columns 1-5 due each November 1 ~ Columns 6-7 due each August 15

<table>
<thead>
<tr>
<th><em>NACADA STRATEGIC GOALS</em></th>
<th>NACADA RESEARCH COMMITTEE GOALS</th>
<th><em>Specific Desired Outcome</em></th>
<th><em>Actions/Activities/Opportunities for Outcome to Occur</em></th>
<th>Outcome Measurements &amp; Related Data Instrument(s)</th>
<th>Progress toward Achieving Outcome(s)</th>
<th>Future Action(s) Based on Data</th>
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<tr>
<td>(List strategic goal(s) to which the outcome is related)</td>
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<td>(What you want to occur as a result of your efforts; what you want someone to know, do, or value)</td>
<td>(What processes need to be in place, or activities need to occur, to achieve desired outcome)</td>
<td>(How you will specifically measure for the outcome and any instruments you will specifically use, e.g., surveys, focus groups, etc.)</td>
<td>(Only completed in fall reporting – due August 15)</td>
<td>(Data-informed decisions)</td>
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<tr>
<td>1. Expand and communicate the scholarship of academic advising</td>
<td>Communicate the value of scholarly inquiry, promote its use in enhancing advising practice, and supports efforts to conduct new research;</td>
<td>Provide support and training to individuals conducting scholarly inquiry</td>
<td>Pre-conference Workshops (Foundational)</td>
<td>Participation numbers and event evaluations</td>
<td>Conducted a pre-conference workshop in 2013 in Salt Lake City with 16 participants</td>
<td>Pilot expanded pre-conference workshop (with follow-up meetings) in Minneapolis</td>
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<td>- 2013 Annual Conference in SLC</td>
<td>Develop “levels of expertise” terms and definitions to be included on each activity/event (foundational, conceptual, operational)</td>
<td>Conducted pre-conference workshops or concurrent sessions at Regions 1, 2, 4, 5, 8, and 9</td>
<td>Continue to propose pre-conference workshops at regional conferences; keep database of attendees for follow-up</td>
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<td>- Regional Conferences in 2014?</td>
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<td>Research Symposium (Conceptual/Operational)</td>
<td>Participation numbers and event evaluations; include report of revisions made to instructional materials and strategies</td>
<td>Conducted Research Symposium at Region 1 with 12 participants</td>
<td>Keep database of attendees for follow-up; seek site for 2015 with a member of the Research Committee to</td>
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<td>- Research Symposium at Region 1 in Spring 2014</td>
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- Proposed symposium at annual conference in Minneapolis?? 😊

| Proposal for symposium at the 2014 annual conference was accepted. |
| Conducted two sessions of the inaugural “International Research Seminar” in Maastricht, Netherlands in June 2014 for 30 participants. |
| Follow-up with participants and consider next steps for international research across NACADA |

| Provide support to individuals conducting scholarly inquiry |
| Research Grants (Operational) |
| - Round 1 in November 2013 |
| - Round 2 in March 2014 |
| - Add “what does a good proposal look like?” to the NACADA grant guidelines website |

| Report of grant applications; sub-committee assessment of quality |
| November 2013: |
| - 4 submitted |
| - 3 accepted |
| - $5782 awarded |
| March 2014: |
| - 3 submitted |
| - 1 accepted |
| - $3,400 awarded |

| Subcommittee was pleased with the quality of the applications, but we should continue to provide assistance to potential applicants |
| Add “what does a good proposal look like?” to the NACADA grant guidelines website |
| Facilitate the selection of a scholarly article to be discussed by association members at the annual conference | Common Reading (All)  
- 2013 Annual Conference in SLC  
- Regional Conferences in 2014 | Participation numbers and event evaluations | Common reading was held at the 2013 annual conference with about 75 NACADA members in attendance! 😊 | Continue to encourage interesting and relevant readings; consider follow-up discussions and activities |
|---|---|---|---|---|
| Promote the publication and presentation of research from the association’s membership in an effort to increase the representation of scholarly inquiry across all NACADA venues. | Research Keynote Speaker (All)  
- 2013 - Dr. Al Bowman  
- 2014 – Proposed: Dr. Terrell Strayhorn, Ohio State University | Annual conference event evaluation | 2013 – Dr. Al Bowman spoke at the opening session  
2014 – Dr. Terrell Strayhorn will be the keynote speaker in Minneapolis | Continue to discuss the challenge of securing a well-known, dynamic speaker with a limited budget |
<p>| Promote the publication and presentation of research from the association’s membership in an effort to increase the representation of scholarly inquiry across all NACADA venues. | Better disseminate the scholarly work of association members and create a “community of scholars” theme and culture | Narrative report of activities | Not well articulated or disseminated yet | Hoping the database of past participants at research-related events can serve to elevate the dissemination and promotion of scholarly work across NACADA |
| Encourage scholarly inquiry | Facilitate discussion of Research Agenda and Research Listserv (All) | Report of topics and activities across venues; Research Listserv stayed up and | Need a sub-committee to |</p>
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<tr>
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<tr>
<th>Objective</th>
<th>Research Agenda and Listserv (Foundational)</th>
<th>Research Grants (Operational)</th>
<th>Note</th>
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<tr>
<td>Provide support and training to individuals conducting scholarly inquiry</td>
<td>Report on grants awarded, including follow-up on conference presentations and journal publications resulting from projects completed</td>
<td>Report on survey requests received and requests approved. Describe common elements that result in denials.</td>
<td>3 requests for a survey to be disseminated – 1 was approved. Provide a “what makes for a good survey request” article on the website</td>
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<td>Contribute to process to review requests for distribution of surveys to NACADA members</td>
<td>NACADA Member Survey Guidelines created and posted; subcommittee involved in review with EO</td>
<td></td>
<td>Not yet completed, but on the agenda for the upcoming year.</td>
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<td>Promote conditions that empower advisors as contributors of knowledge</td>
<td>Research Agenda and Research Listserv (Foundational)</td>
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<td>designs</td>
<td>research article and everything in between</td>
<td>Celebrate the research work of members: use social and professional media outlets (blogs connected to LinkedIn; newsletter format distribution for listservs, etc.)</td>
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<tr>
<td>Promote NACADA research grant opportunities to increase the number of competitive grant applications</td>
<td>Research Grants (Operational) - Add “what does a good proposal look like?” to the NACADA grant guidelines website</td>
<td>Report of completion</td>
<td>See report on Grants above</td>
</tr>
<tr>
<td>Facilitate the identification of outstanding graduate student research</td>
<td>Student Research Awards (Operational) <em>Last year we revised the guidelines to promote the description of research findings (even if preliminary). That resulted in more polished submissions with clearer implications for contributions to the field.</em></td>
<td>Report on numbers and quality of submissions, including actions taken to promote nominations</td>
<td>3 applicants; 2 were awarded Since we revised the guidelines to promote the description of research findings the quality of submissions has risen dramatically. These applicants should be</td>
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<tr>
<th>2. Provide professional development opportunities that are responsive to the needs of advisors and advising administrators</th>
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<tr>
<td><strong>Partner with the graduate student group to promote nominations</strong></td>
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<td><strong>Research Grants</strong></td>
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<td><strong>Research Workshops</strong></td>
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<td><strong>Research Symposium</strong></td>
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<td>Participation numbers and event evaluations</td>
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<tr>
<td>See #1 for numbers for grants, workshops, and symposia</td>
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<tr>
<th>3. Promote the role of effective academic advising in student success to college and university decision-makers</th>
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<td><strong>Research Keynote Speaker</strong></td>
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<td>Consider other non-NACADA outlets, such as:</td>
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<td>- The Chronicle</td>
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<td>- NASPA Journal</td>
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<td>- Gates Foundation</td>
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<td>- Complete College America</td>
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<td><strong>Research Grants (assure diverse topics)</strong></td>
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<td>Not well tracked...</td>
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<th>4. Create an inclusive environment within the</th>
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<td><strong>Research Grants (assure diverse topics)</strong></td>
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<td>Not well tracked...</td>
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<td>Association that promotes diversity.</td>
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<td>5. Develop and sustain effective Association leadership</td>
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<td>6. Engage in ongoing assessment of all facets of the Association</td>
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<tr>
<td>7. Pursue innovative technology tools and resources to support the Association</td>
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The NACADA Research Committee promotes conditions that advance the body of knowledge within the field of academic advising. In order to accomplish this, the Research Committee:

1. Communicates the value of scholarly inquiry, promotes its use in enhancing advising practice, and supports efforts to conduct new research;
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The committee:
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- provides technical support and guidance to those conducting research or desiring to conduct research related to academic advising.
- solicits and reviews applications for NACADA Research Grants and makes recommendations on awarding those grants (Policy Number AD-10).

This mission supports all of NACADA’s strategic goals, but contributes most directly to meeting Strategic Goal #1: Expand and communicate the scholarship of academic advising.

Committee members serve a two-year term and meet yearly at the NACADA annual conference.

**Responsibilities of All Members**

1. **Annual committee meeting**
   a. **Who/What/When** – All committee members are expected to attend the yearly meeting at Annual Conference (which generally takes place in early October) and contribute to the discussion as needed. The exact day and time of the meeting varies and is determined by the Annual Conference coordinator, but meetings are frequently held on “pre-conference workshop” day.

2. **Online meetings**
   a. **Who/What/When** – All members are expected to attend any online meetings (via Adobe Connect) called by the Chair and give input to the conversation as needed.

3. **Subcommittee(s)**
   a. **Who/What** – Subcommittee contributions all support the Research Committee’s mission. As the needs of the association change, so do subcommittees and their efforts, but all committee members are expected to serve on at least one of these groups. Subcommittees currently operate in three broad groups to support NACADA strategic goals and the committee mission. Through subcommittee efforts, the committee coordinates programs and events that:
      i. engage members in recognizing the role of research in practice,
      ii. offer members support in becoming contributing scholars, and
      iii. provide direct support for research projects.
Responsibilities of the Chair (in addition to those listed under “All Member” responsibilities)

1. Annual meeting preparation and facilitation
   a. **Who/What/When** – Over the summer, the Chair works with the Past Chair, Incoming Chair (when appropriate), and the EO Liaison to develop the Agenda for each year’s Annual Conference meeting, and then facilitates the meeting during conference.

2. Administrative Division meetings
   a. **Who/What/When** – The Chair is expected to attend (in person) the yearly Administrative Division Meeting (which generally takes place during the afternoon on the day prior to the Annual Conference “pre-con” day), as well as online meetings as called by the Division Representatives throughout the year (via Adobe Connect). The Chair will communicate information gleaned from these meeting to committee members as appropriate.

3. Committee Member identification/recruitment
   a. **Who/What** – The Chair works with the EO Liaison (and the Incoming Chair when appropriate) to identify and recruit potential new committee members.
   b. **When** – Identification of potential new members should be ongoing and possibilities shared with the EO Liaison. Recruitment may begin during the Annual Conference meeting or any time thereafter. Recruitment for the term that will begin in October should be complete by April 1st and posted to the web by April 15th to give the Conference Coordinator adequate time to schedule appropriately.

4. Subcommittees
   a. **What/When** – The chair serves on all subcommittees, but appoints subchairs for these groups as appropriate. Specific Chair responsibilities include:
      i. **Awards Committee/Student Research Award** – The Research Chair holds a seat on the Awards Committee and is expected to attend that meeting at Annual Conference. Each Spring, in consultation with the Past Chair and/or Incoming Chair, as appropriate, the Chair makes the final decision on Student Research Award recipient.
      ii. **Research Grants** – Each December and April, in consultation with the Past Chair and/or Incoming Chair, as appropriate, the Chair makes the final decisions on who is awarded and provides written notification of decisions to all applicants.
      iii. **NACADA-sponsored surveys** – Each April and October, in consultation with the Past Chair and/or Incoming Chair, as appropriate, the Chair makes the final decisions on who is awarded and provides written notification of decisions to all applicants.

5. Committee Chair recruitment
   a. **Who/What** – The Chair works with committee members and the Executive Office Liaison to identify (from qualified members) and recruit candidates to run for election.
   b. **When** – Nomination is made in early fall for February elections. Recruiting may take place prior to or during the Annual Conference meeting.

6. Reports
   a. **Who/What** – The Chair provides written reports of committee activity to the Administrative Division.
   b. **When** – Reports are submitted at least twice annually, as called for (generally post-Annual Conference and summer update).

7. Other
   a. The Chair facilitates committee discussion on issues via listserv, email, conference calls, and/or Adobe Connect meetings, as needed.
b. The Chair works with the Executive Office staff on any additional issues that need attention or discussion.

Responsibilities of the Past Chair (in addition to those listed under “All Member” responsibilities)

1. Transition
   a. **Who/What/When** – The Past Chair assists the new Chair with any transition issues and provides historical context information, as needed.

2. Awards/Grants selection
   a. **Who/What/When** – As requested, the Past Chair assists the current Chair with selection of Student Research Awards, Research Grant Awards, and NACADA-Sponsored Surveys.

Responsibilities of Incoming Chair (in addition to those list under “All Member” responsibilities)

1. Administrative Division meetings
   a. **Who/What/When** – The Incoming Chair is expected to attend any online meetings (via Adobe Connect) called by the Division Representatives from the time of election, and to attend (in person) the Administrative Division Meeting at Annual Conference that is held a few days prior to assuming the Chair position (this generally takes place during the afternoon on the day prior to “pre-con” day), as well as any other training session requested by the Admin Division Rep.

2. Annual meeting
   a. **Who/What/When** – Over the summer, the Incoming Chair works with the Chair and the EO Liaison to develop the Agenda for the Annual Conference meeting, and then is expected to attend that meeting, at the end of which the “gavel” is passed from Chair to Incoming Chair. (The Incoming Chair may be asked to assist in facilitating that meeting.)

3. Committee member identification/recruitment
   a. **Who/What** – If the election is completed in time, the Incoming Chair works with the Chair and Executive Office to identify and recruit potential new committee members for the coming term.

Responsibilities of Conference Speaker Subcommittee

1. The subcommittee supports the engagement of members in recognizing the role of research in practice.
   a. **What** – Recommend potential keynote speakers for the annual conference. The speaker should be selected to illustrate the connections between research and practice in concert with NACADA strategic goals. The speaker should be someone who will draw people to the annual conference and has a track record of good public speaking. Speakers are paid a modest stipend, and the subcommittee needs to work closely with the EO before any funds are committed. This initiative has been in place since 2010 and past speakers (i.e. Vasti Torres, James Applegate, Marcia Baxter Magolda) have been well received.
   b. **When** – A short list of candidates needs to be identified by Nov. 1.
   c. **With** – Work closely with Annual Conference Coordinator (Rhonda Baker) at all steps. The Conference Committee’s selection of speaker should also be considered as this decision is finalized, and the conference theme should be a consideration. Once a speaker is identified, the Common Reading subchair needs to know.
Responsibilities of Common Reading Subcommittee

1. The subcommittee supports the engagement of members in recognizing the role of research in practice
   a. **What** – Select, promote, and facilitate discussion around a common reading. The article should be selected to illustrate the connections between research and practice in concert with NACADA strategic goals and to complement the keynote speaker’s area of expertise. Gain copyright clearance for posting the article to the NACADA conference site (NACADA publications are automatically approved for this purpose). Invite the keynote speaker to attend the common reading discussion, along with other NACADA leaders and target interest groups/commissions.
   b. **When** – Article must have copyright clearance by June 1. Text for NACADA conference publications and promotion materials need to be developed during early summer.
   c. **Who** – Work closely with the Research Committee Liaison (Leigh Cunningham) in identifying final selections and making sure copyright clearances are in order (however, it is the subchair’s responsibility to obtain the clearance). Rhonda Baker schedules the session and selects the location.

Responsibilities of Research Agenda / Listserv / Connecting members Subcommittee

1. The subcommittee supports the goal of offering members support in becoming contributing scholars by establishing research priorities and connections.
   a. **What** – (1) Develop and maintain an agenda that guides research in the field to critical areas and issues. Periodically solicit member feedback to update the agenda, and monitor conditions in the field, higher education, and society that impact knowledge needs. (2) Develop and monitor strategies for facilitating connections among individuals interested in research. In particular, develop strategies that can help individuals find research mentors and partners. The research listserv allows researchers to connect with many.
   b. **When** – (1) Review and update the agenda prior to the release of the research grant call for proposals, near mid-August. (2) Listserv: Ongoing: Monitor listserv, respond to posters, and during quiet periods, prompt conversation.
   c. **With** – (1) Work closely with NACADA Journal editors as the agenda is developed. Periodically use the NACADA Journal’s letter to the editor to publicize the agenda. Coordinate with the advisory board chairs of the NACADA Institutes so they understand the research agenda and how it can be incorporated into the research component of their venue. (2) Listserv subscribers and Marsha Miller/Leigh Cunningham. If new strategies are considered, work closely with Leigh and if it’s a technology-based strategy, with other members of the EO.

Responsibilities of Research Workshops Subcommittee

1. The subcommittee supports the goal of offering members support in becoming contributing scholars by providing support to individuals who are developing projects.
   a. **What** – Submit preconference proposal for a workshop on research basics for annual and/or regional conferences. If accepted, develop and present a workshop that aids individuals in beginning their own research projects. The presentation should address member needs and fit within the suite of NACADA programs that address research.
b. **When** – Proposal deadline for annual conference is typically in early February, with conference dates in early October. Proposal deadlines for regional conferences is typically in November–January, with conference dates March–May.

c. **With** – Co-presenters and subcommittee members. No special consideration is given for this proposal over any other member-submitted proposal, so selection is the decision of the conference committee.

### Responsibilities of Research Symposium Subcommittee

1. The subcommittee supports the goal of offering members support in becoming contributing scholars by providing support to individuals who are developing projects.
   a. **What** – Develop, organize, and present a research symposium that allows researchers to delve deeply into planning a research project. Evaluate the effectiveness of the program in both the short- and long-term.
   b. **When** – Coordinate curriculum and faculty immediately after site identification, publicize repeatedly. In the past model, symposia have been attached to regional conferences, so have taken place in mid-spring. **This group piloted an international symposium in Maastricht in summer 2014 and is piloting a research symposium at the annual conference in 2014.**
   c. **With** – For Symposiums at Region Conferences, Diane Matteson (Event Coordinator for the Regions) is primary contact at EO, and should be included on all decisions. EO selects site, subcommittee arranges all logistics, curriculum, and faculty. The subchair should be a member of the host region.

### Responsibilities of Student Research Award Subcommittee

1. The subcommittee supports the goal of offering members support in becoming contributing scholars by recognizing contributions to scholarship.
   a. **What** – Evaluate submissions of theses and dissertations for awards as outstanding contributions to scholarship. Select awardee(s).
   b. **When** – Late spring. Historically, the number of submissions has been minimal, but this award needs promotion to increase the pool of potential awardees.
   c. **With** – Becky Zirger in the EO coordinates all awards. Subcommittee members read the supporting documents and submission and independently make recommendations to the chair using the online evaluation system. The chair uses those recommendations to make decisions about awards.

### Responsibilities of Research Grant Subcommittee

1. The subcommittee supports the goal of offering members support in becoming contributing scholars by providing direct support for research projects.
   a. **What** – Solicit and evaluate applications for funds to support research that will contribute to the knowledge base for academic advising. Provide written feedback on each proposal and recommend grants for funding. Recommendations need to balance the potential impact on the field’s knowledge base with the available budget.
   b. **When** – Grant proposals are read twice a year, once in November and once in March. Depending on the number of proposals received and their relative strength, readers should
NACADA RESEARCH COMMITTEE

expect to devote multiple hours to reading proposals and providing substantial narrative feedback to the chair.

b. **Committee members** work independently to make recommendations to the chair using the online evaluation system. The chair uses those recommendations to make decisions about grant awards. The EO Liaison (Leigh Cunningham) is closely involved at all points and is consulted in decision-making. Research Committee chair provides written notification of decisions to all applicants. EO Liaison administers the funding.

Responsibilities of NACADA-Sponsored Survey Subcommittee

2. The subcommittee supports the goal of offering members support in becoming contributing scholars by providing direct support for research projects.

   a. **What** – Review all proposals and provide written feedback on each proposal and recommend grants for NACADA sponsorship. Recommendations need to balance the potential impact on the field’s knowledge base with the limitation of four sponsored surveys per year.

   b. **When** – Survey proposals are read twice a year, once in October/November, and once in March/April. Depending on the number of proposals received and their relative strength, readers should expect to devote multiple hours to reading proposals and providing substantial narrative feedback to the chair.

   c. **With** – Committee members work independently to make recommendations to the chair. The chair uses those recommendations to make decisions about sponsorship. The EO Liaison (Leigh Cunningham) is closely involved at all points and is consulted in decision-making. Research Committee chair provides written notification of decisions to all applicants.