I. Welcome and Introductions

Yvonne Halden, Chair (2013-2015), University of Manitoba-Canada (2010-2015)
Leigh Cunningham, Webinar Producer, NACADA Executive Office
Michele Holaday, Webinar Assistant, NACADA Executive Office
Gary Cunningham, IT Manager, NACADA Executive Office

CONTINUING:
Deborah Hull, Advisor Training and Development Commission Chair, Mesa Community College (2013-2015)
Julie Larsen, Technology in Advising Commission Chair, University of Washington (2013-2015)
Tyann Cherry, Southern Illinois University-Edwardsville (2011-2015)
Sandy Waters, Old Dominion University (2013-2015)

INCOMING:
Robert Hurt, Incoming Publications Advisory Board Chair, California State Polytechnic University-Pomona (2014-2016)
Jill Geisler Wheeler, University of Arkansas-Fayetteville (2014-2016)
Sarah Howard, Ohio State University-Newark (2014-2016)
Cynthia Pascal, Northern Virginia Community College (2014-2016)
Todd Taylor, University of Cincinnati (2014-2016)
Jennifer Varney, Southern New Hampshire University (2014-2016)

OUTGOING:
Jeanette Wong, Publications Advisory Board Chair, Azusa Pacific University (2012-2014) – Can’t attend
Michelle Duncan, James Madison University (2012-2014)
Rachel Singleton, Mississippi State University (2012-2014)
Terri Downing, Franklin Pierce University (2012-2014)
April Lewis, Florida International University (2012-2014)
Laura Pasquini, University of North Texas (2011-2014)

II. Advisory Board’s Charge

The Webinar Advisory Board’s role is to develop and coordinate a process for submission, recruitment, review, and selection of topics for webinar programs, to develop the annual webinar series topics and recommend presenters for webinars, to review participant evaluations on a regular basis and make recommendations for changes or improvements in the process or the delivery, and to oversee or facilitate the content review for specific webinars when needed.

III. Old Business

- Review Goals for 2013-2014
  - Review the WAB’s history and purpose
    - The information was reviewed and shared with the WAB members. A questionnaire was completed and results were submitted in through the self – report review. It was found that clearly WAB continues to support the associations’ strategic through its original mandate from the association.
  - Organize an international webinar for Summer 2014
    - The organization of the webinar with international panel did not take place within this year due to a timing issue.
III. New Business

- Brainstorm future topics areas (possibly topics to re-engage members in their mid-careers / the value of membership)
- Discuss webinar evaluations and evaluation questions
- Brainstorm ways to engage members in becoming presenters/panelists and how to track areas of interest (possibly reviving the online proposal form and presenter eligibility requirements)
- Discuss collaboration with Global Initiatives Committee (led by Karen Sullivan-Vance) to support the “global community” in the webinar venue.
- Finalize WAB member responsibilities document
- Identify goals for 2014-2015

Registration Counts for 2013-2014 Events (Season 8)

*Comps = WAB members, presenters and their campus reps, EO Staff

**DW50:** September 25, 2013 (Wednesday)
*Emerging Issues in Academic Advising Theory*
62 registrants 31 comps

**DW51:** November 14, 2013 (Thursday)
*The Peer Advising Advantage: Creating Meaningful Connections*
100 registrants 22 comps

**DW52:** December 11, 2013 (Wednesday)
*Developing Intercultural Communication Skills for Academic Advising*
92 registrants 20 comps

**DW53:** January 30, 2014 (Thursday)
*LGBTQA Ally Development and Advocacy Empowerment for Academic Advisors*
39 registrants 23 comps

**DW54:** February 16, 2014 (Wednesday)
*Soldiers to Students: Academic Advising for Returning Veterans*
119 registrants 23 comps

**DW55:** April 24, 2014 (Thursday)
*Balancing Academic Advising with other Faculty Responsibilities*
72 registrants 23 comps

2014-15 Web Events (Scheduled)

**DW56:** September 9, 2014 (Tuesday)
*Advising and the Completion Agenda: Key Voices in Higher Education*
Moderator: Jennifer Joslin (NACADA Associate Director) Panelists: Andrew Koch (Executive Vice President of the John N. Gardner Institute for Excellence in Undergraduate Education), Dominique Raymond (Vice President, Alliance State Relations, Complete College America), Charlie Nutt (NACADA Executive Director)

**DW57:** November 13, 2014 (Tuesday)
*Integrating Academic and Career Advising*
Moderator: David Spight (University of Texas-Austin) Panelists: Heather Doyle (Dalhousie University), Misti Dawn Steward (Florida State University), Patricia Griffin and Nikki Brown (Fort Hays State University), Jeff Elliott (University of Tennessee)

**DW58:** December 4, 2014 (Thursday)
*Integrating Academic and Career Advising*
Moderator: Kathy Stockwell (retired, Fox Valley Technical College)  Panelists: Amanda Hodges (College of The Albemarle), Melinda Mechur Karp (Community College Research Center), Beth Noreus (Bay de Noc Community College)

**DW59:** January 29, 2015 (Thursday)
**Advising and the Completion Agenda: Strategies for Student Success**
Moderator: Jennifer Joslin (NACADA)  Panelists: Marsha Miller (NACADA), Sandy Waters (Old Dominion University), Joshua Smith (Loyola University Maryland)

**DW60:** February 18, 2015 (Wednesday)
**Academic Advising for Military Students**
Moderator: Jill Geisler Wheeler (University of Arkansas-Fayetteville)  Panelists: Rodney Mondor (University of Southern Maine), Robin Lawther and Amy Jefts (Embry-Riddle Aeronautical University), Joshua Stone (Southern New Hampshire University)

**DW61:** March 3, 2014 (Tuesday)
**Advising Strategies for Students on Academic Probation**
Moderator: Joy Cox (PDR-IG Chair), Kristin Lively (IUPUI), Kelly Reddick (East Carolina University), Julie Preece & Cynthia Wong (Brigham Young University)

**DW62:** April 23, 2015 (Wednesday)
**Academic Advising and Social Justice: Privilege, Diversity, and Student Success**
Moderator: Julie Larsen (University of Washington)  Panelists: Sarah Stevens (University of Southern Indiana), Louis Macias (Florida International University), Shannon Burton (Michigan State University), Drew Puroway (University of St. Thomas)

Under discussion for May:
Advising Student Athletes – led by Brian Russell

**Recordings Reviewed this year**

Reviewed and posted to YouTube

- **REC035CD** Making Career Advising Integral to Academic - May 13, 2008 (DW15 – Season 2)
  Joanne Damminger (Rowan University) and Ken Hughey (Kansas State)

- **REC034CD** Success in Parent Education: Dialoguing with New Students and their Parents at the College Level - February 4, 2009  (DW22 – Season 3)
  Brian Nossaman (University of Oklahoma)

- **REC032CD** Significant Conversations: The Art and Science of Communication in Transformational Advising - November 6, 2008 (DW19 – Season 3)
  Jose Rodriguez (Florida International University)

- **REC031CD** Expanding Your Comfort Zone: Strategies for Developing and Demonstrating Cultural Competence in Academic Advising - June 12, 2007 (DW05 - Season 1)
  Blane Harding (Colorado State University)

- **REC030CD** Infusing Research into Practice: Multiple Pathways to Conducting Research in Advising - December 12, 2008 (DW21 – Season 3)
  Joshua Smith (Indiana University-Purdue University Indianapolis, NACADA Research Committee Chair) and Wendy Troxel (Illinois State University)

- **REC019CD** Legal Issues in Academic Advising - October 5, 2007 (DW07– Season 2)
  Steve Robinson (University of Maryland, Baltimore County)

- **REC026CD** Shared Responsibilities: What Advisors and Administrators Need to Know to Better Assist GLBTQ+ Students - February 7, 2008 (DW11 - Season 2)
  Casey Self (Arizona State) and Jennifer Joslin (University of Iowa)

- **REC018CD** College Student Mental Health: Information and Suggestions for Academic Advising
November 6, 2007 (DW08 – Season 2)  
Dan Wilcox (Kansas State University), Ruth Harper (South Dakota State University), and Jeffrey Herman (Lehigh Carbon Community College)

REC008CD Components of a Successful Faculty Advising Program: Institutional Commitment, Professional Development, Incentives, and Recognition  
February 22, 2007 (DW03 – Season 1)  
Jayne Drake (Temple University) and Charlie Nutt (NACADA)

REC009CD Academic Advising’s Integral Role in the Academic Success and Persistence of Students  
September 12, 2007 (DW06 — Season 2)  
Susan Campbell (University of Southern Maine) and Charlie Nutt (NACADA)

REC006CD Student Learning Outcomes  
April 4, 2007 (DW04 – Season 1)  
Tomarra Adams (University of Louisville)

Reviewed and retired

REC005CD Academic Advising Syllabus: Advising As Teaching in Action - Dec 12, 2006 (DW02–Season 1)  
Karen Thurmond (Webinar Advisory Board Chair) and Charlie Nutt (NACADA Executive Office)

REC024CD Making the Grade: What Advisors and Administrators Need to Know to Better Assist Students with Disabilities - March 26, 2009 (DW24 – Season 3)  
Marilyn Kaff (Kansas State Univ)

REC025CD Swirling to a Degree: The Ups and Downs of College Transfer - March 25, 2008 (DW13–Season 2)  
Karen Thurmond (The University of Memphis), Todd Taylor (University of Illinois-Chicago College of Medicine), Michelle Foster (Valencia Community College), and Jobila Williams (College of William and Mary)

REC027CD Advising Student-Athletes on a College Campus - June 11, 2008 (DW16 – Season 2)  
Derek Van Rheenen (U.C. Berkeley)

REC029CD Proactively Planning for a Career in Academic Advising – Sept 18, 2008 (DW18– Season 3)  
Jennifer Bloom (NACADA President) and Albert Matheny (Professional Dev Cmte Chair)

REC036CD Advisors Help Students SOAR to Academic Success: Selection, Organization, Association, and Regulation Learning Strategies are the Keys – February 29, 2008 (DW12-Season 2)  
Ken Kiewra (University of Nebraska-Lincoln)

REC037CD DIFS Makes the Difference in Student Motivation: Both Skill and Will are Needed for Student Success (W12 SOAR follow-up) - February 27, 2009 (DW23 - Season 3)  
Ken Kiewra (University of Nebraska-Lincoln)

Under review

REC028CD Ensuring Advisor Success: Mastering the Art of Advising through the First Year of Advising and Beyond - April 17, 2008 (DW14 – Season 2)  
Pat Folsom and Jennifer Joslin (University of Iowa)

Recordings to be Reviewed in the coming year –

REC007CD The Role of Faculty Advisors in Student Success - May 13, 2010 (DW32 - Season 4)  
Kathy Stockwell (NACADA Vice President, Fox Valley Technical College) and Maura Reynolds (Publications AB Chair, Hope College) – was this year’s top seller, as part of Faculty package

REC010CD The Role of Academic Advising in Student Persistence - September 17, 2009 (DW26 - Season 4)  
Susan Campbell (NACADA President, University of Southern Maine) and Charlie Nutt (NACADA Executive Director) – has been reviewed and is ready for posting to YouTube (sold 19 this year)
REC011CD Using the CAS Standards, NACADA Core Values, and NACADA Concept of Academic Advising to Assess your Advising Program - December 15, 2009 (DW28 – Season 4)
Eric White (CAS Rep, NACADA Past President, Penn State University) and Charlie Nutt (NACADA Executive Director) – Marsha Miller and the CAS board requested that we post to YouTube before their November meeting, so we are preparing for that (sold 11 this year as part of Assessment package)

REC015CD Effective Academic Advising Strategies (Introduction to Six Approaches to Advising)
March 3, 2010 (DW30CD – Season 4)
Moderator: Jayne Drake (NACADA President, Temple University) and Panel (Maura Reynolds, Kerry Kincannon, Janet Schulenberg, Jennifer Varney, Jeff McClellan, Scott Amundsen, Laurie Schreiner, Robert Pettay) (Sold 11 this year)

REC022CD: Advising Students on Academic Probation - February 4, 2010 (DW29 – Season 4)
Moderator: Marsha Miller (NACADA Assistant Director of Resources and Services) and Panel (Shelly Gehrke, Jeanette Wong, Kristen Rigoni, Jessica Staten, Darren Francis, Karen Reynolds) (Sold 7 this year)

REC023CD Advising Undecided/Undeclared Students for Success - November 18, 2009 (DW27 – Season 4) Kathleen Smith (CUES CM Chair, Florida State University) and David Spight (CUES CM Past-Chair, University of Texas-Austin) – Plan to post to YouTube prior to the November webinar, which David Spight will lead (Sold 7 this year)

REC033CD Breaking Bad News: Delivery Techniques that Help Students Make Good Alternative Choices Program - April 8, 2010 (DW31 – Season 4)
José Rodríguez (Florida International University) and Susan Kolls (Northeastern University) (Sold 17 this year)

Most Profitable Webinar/Recordings Over Time
*Overall profit rankings are somewhat deceptive, because overhead costs and time-for-sale have varied considerably AND these do not include sales from package pricing.

<table>
<thead>
<tr>
<th>*Profit Rank</th>
<th>Title</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>W02 / REC005CD Academic Advising Syllabus: Advising as Teaching in Action (Karen Thurmond &amp; Charlie Nutt)</td>
<td>Webinar 12/06</td>
</tr>
<tr>
<td>2</td>
<td>W03 / REC008CD Components of a Successful Faculty Advising Program (Jayne Drake)</td>
<td>Webinar 2/07</td>
</tr>
<tr>
<td>3</td>
<td>W01 Advising as Teaching (Nancy King)</td>
<td>Webinar 9/06</td>
</tr>
<tr>
<td>4</td>
<td>W36 / REC021CD Academic Advising for Student Retention and Persistence: Cultivating the Potential in At-Risk Students (Blane Harding &amp; Marsha Miller)</td>
<td>Webinar 12/10</td>
</tr>
<tr>
<td>5</td>
<td>W06 / REC009CD Academic Advising’s Integral Role in the Academic Success and Persistence of Students (Susan Campbell &amp; Charlie Nutt)</td>
<td>Webinar 9/07</td>
</tr>
<tr>
<td>5</td>
<td>W49 / REC051CD Advising Strategies for Students who are on Academic Probation, Facing Dismissal or Seeking Reinstatement (Cherry, Cox, Braun, Knox &amp; Stone)</td>
<td>Webinar 4/13</td>
</tr>
<tr>
<td>6</td>
<td>W14 / REC028CD Ensuring Advisor Success: Mastering the Art of Advising through the First Year and Beyond (Pat Folsom &amp; Jennifer Joslin)</td>
<td>Webinar 4/08</td>
</tr>
<tr>
<td>6</td>
<td>W29 / REC022CD Advising Students on Academic Probation (Miller, Gehrke, Wong, Rigoni, Staten, Francis, Reynolds)</td>
<td>Webinar 2/10</td>
</tr>
<tr>
<td>7</td>
<td>W15 / REC035CD Making Career Advising Integral to Academic Advising (Joanne Damminger &amp; Ken Hughey)</td>
<td>Webinar 5/08</td>
</tr>
<tr>
<td>7</td>
<td>W30 / REC015CD Effective Academic Advising Strategies (Drake, Reynolds, Kincannon, Schulenberg, Varney, McClellan, Amundsen, Schreiner, Pettay)</td>
<td>Webinar 3/10</td>
</tr>
<tr>
<td>8</td>
<td>W04 REC006CD Student Learning Outcomes (Tomarra Adams)</td>
<td>Webinar 4/07</td>
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<tr>
<td>8</td>
<td>W27 / REC023CD Advising Undecided/Undeclared Students for Success (Kathleen Smith &amp; David Spight)</td>
<td>Webinar 11/09</td>
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<tr>
<td>Best Sellers</td>
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<td>Source</td>
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<tr>
<td>1 (31)</td>
<td>RECO07CD  <em>The Role of Faculty Advisors in Student Success</em> (Part of Faculty PACKAGE) – <em>due for review in the coming year</em></td>
<td>Webinar 5/10</td>
</tr>
<tr>
<td>3 (21)</td>
<td>RECO01CD  Foundations of Academic Advising: <em>Building the Framework: Advising as a Teaching and Learning Process</em> (18 sold as part of Foundations PACKAGE) – <em>due for review in the coming year</em></td>
<td>Webinar 9/10</td>
</tr>
<tr>
<td>4 (19)</td>
<td>RECO02CD  Foundations of Academic Advising: <em>The Conceptual Component of Advising: Developing the Purpose, Values, and Frameworks for Why We Do What We Do</em> (18 sold as part of Foundations PACKAGE)</td>
<td>Webinar 11/10</td>
</tr>
<tr>
<td>4 (19)</td>
<td>RECO21CD  <em>Cultivating the Potential in At-Risk Students</em> (Part of Retention PACKAGE)</td>
<td>Webinar 12/10</td>
</tr>
<tr>
<td>4 (19)</td>
<td>RECO10CD  <em>The Role of Academic Advising in Student Retention</em> (Part of Retention PACKAGE) – <em>has been reviewed and is ready for posting to YouTube</em></td>
<td>Webinar 9/09</td>
</tr>
<tr>
<td>5 (18)</td>
<td>RECO03CD  Foundations of Academic Advising: <em>The Informational Component of Academic Advising: Policies, Procedures and Beyond</em> (all sold as part of Foundations PACKAGE)</td>
<td>Webinar 3/11</td>
</tr>
<tr>
<td>6 (17)</td>
<td>RECO33CD  <em>Breaking Bad News: Delivery Techniques that Help Students Make Good Alternative Choices</em> – <em>due for review in the coming year</em></td>
<td>Webinar 4/10</td>
</tr>
<tr>
<td>7 (15)</td>
<td>RECO51CD  <em>Advising Strategies for Students who are on Academic Probation, Facing Dismissal, or Seeking Reinstatement</em></td>
<td>Webinar 4/13</td>
</tr>
<tr>
<td>8 (14)</td>
<td>RECO40CD  <em>Steps in Developing an Assessment Plan for Academic Advising</em></td>
<td>Webinar 11/11</td>
</tr>
<tr>
<td>9 (13)</td>
<td>RECO43CD  <em>Appreciative Advising</em></td>
<td>Straight to Recording</td>
</tr>
<tr>
<td>10 (11)</td>
<td>RECO50CD  <em>Advising Transfer Students: Strategies for Today’s Realities and Tomorrow’s Challenges</em></td>
<td>Webinar 3/13</td>
</tr>
<tr>
<td>10 (11)</td>
<td>RECO15CD  <em>Effective Academic Advising Strategies</em></td>
<td>Webinar 3/10</td>
</tr>
<tr>
<td>10 (11)</td>
<td>RECO11CD  <em>Using the CAS Standards, NACADA Core Values, and NACADA Concept of Academic Advising to Assess your Advising Program</em> (Part of Assessment PACKAGE) – <em>has been reviewed and is ready for posting to YouTube</em></td>
<td>Webinar 12/09</td>
</tr>
<tr>
<td>11 (10)</td>
<td>RECO45CD  <em>Critical Issues in Advising at Open Admissions Community Colleges</em></td>
<td>Webinar 3/12</td>
</tr>
<tr>
<td>11 (10)</td>
<td>RECO49CD  <em>Advising ESL and International Students</em></td>
<td>Webinar 2/13</td>
</tr>
<tr>
<td>12 (9)</td>
<td>RECO16CD  <em>A Strengths Development Approach to Academic Advising</em></td>
<td>Webinar 3/11</td>
</tr>
<tr>
<td>12 (9)</td>
<td>RECO53CD  <em>Developing Intercultural Communication Skills for Academic Advising</em></td>
<td>Webinar 12/13</td>
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<tr>
<td>(2)</td>
<td>RECO44CD  <em>LGBTQA Ally Development and Advocacy Empowerment for Academic Advisors</em></td>
<td>Webinar 1/14</td>
</tr>
<tr>
<td>(7)</td>
<td>RECO55CD  <em>Soldiers to Students: Academic Advising for Returning Veterans</em></td>
<td>Webinar 2/14</td>
</tr>
<tr>
<td>(7)</td>
<td>RECO56CD  <em>Balancing Academic Advising with other Faculty Responsibilities</em></td>
<td>Webinar 4/14</td>
</tr>
</tbody>
</table>
Webinar Evaluation Questions

Thank you for attending a NACADA Webinar. Please take a couple of minutes to share your experiences with this Webinar.

Webinar Title: ____________________________________________________________

1. I…
   - am the person who registered for this event at my institution.
   - was invited to this event by a colleague at my institution.
   - was made aware of this event via a general announcement from my institution.
   - Other....

2. Did you experience any technical difficulties in preparation for the event?
   - Yes (please indicate the kind of difficulties)
   - No
   - Comments....

3. Please respond to the following statements
   - Strongly agree / Agree / Disagree / Strongly Disagree / Not applicable
   - The information presented was easy to understand.
   - The issues discussed were relevant to my situation.
   - The information provided was useful for my needs.
   - The expertise of the panelists was evident.

4. The pace of the broadcast was...
   - Just right. The amount of material covered was appropriate for the given time period.
   - Too fast. More information was covered than I could absorb in the given time period.
   - Too slow. Not enough information was covered.
   - Other...

5. What was the most helpful "take away" from the presentation?

6. Please respond to the following statements
   - Strongly agree / Agree / Disagree / Strongly Disagree / Not applicable
   - Participating in this Web event was easy and convenient.
   - The on-line format worked well for my situation.
   - I would consider attending another online Web event in the future.

7. The Webinar met my expectations based on how it was described on the Event webpage and in the emails sent out by NACADA.
   - Yes.
   - No. [If no, please explain what aspect(s) did not meet your expectations.]
   - Comments....

8. How could this event have been improved?

9. Please list other topics you would like us to consider for future Webinars
AdvisorConnect Presentation Proposal Form

Utilizing the AdvisorConnect platform, NACADA is interested in developing and presenting timely topics related to academic advising. If you have a topic or idea that lends itself to this format and you are willing and able to lead a presentation or moderate a panel in this platform, please enter the information below to submit a proposal. The Web Event Management Team and NACADA Executive Office staff will determine the viability of your proposal and respond to you as soon as possible.

1) Presentation Title

2) Presentation Proposal (Please limit to 250 characters)

3) Lead Presenter / Panel Moderator Information (must be a current NACADA member)
   First Name: 
   Last Name: 
   Institution Name: 
   Phone Number: 
   eMail: 

4) Prior Experience
   Have you presented / shared on this topic before? □ No □ Yes
   If so, list date and event(s).

   Have you presented / shared on any other topic before? □ No □ Yes
   If so, list up to ten dates and events.

   Have you presented / shared in a Web Event before? □ No □ Yes
   If so, list up to ten dates and events.

5) Commercial Policy
   Proposals from individuals who do not represent higher education institutions will not be accepted. Web Events are not to be used by individuals for marketing or selling products or consulting or other services. Submission of this proposal signifies agreement to abide by the NACADA Commercial Policy.
   Please check to signify agreement: □

If you have any questions about the submission process or need to make a change to your submission, please email Leigh Cunningham at Leighc@k-state.edu or call 785-532-5717. DO NOT re-submit the same proposal if you need to make a change.

Submit  Reset
The Webinar Advisory Board’s (WAB) initial charge was to develop and coordinate a process for submission, recruitment, review, and selection of topics for online programs. WAB members continue to assist the Executive Office with development of the annual Web Event series topics, recommend presenters for webinars, review participant evaluations, make recommendations for changes or improvements in the process or the delivery, and oversee or facilitate the content review for specific Web Events when needed.

**Responsibilities of All Members**

1. Annual Advisory Board meeting
   a. **Who/What/When** – All WAB members are expected to attend the yearly meeting of the WAB 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.

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

3. Webinar review
   a. **Who/What/When** – All WAB members are registered by the EO Webinar producer for all webinars and are expected to view each webinar broadcast (either live or the recording) and complete the evaluation that follows.

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

1. Annual meeting facilitation
   a. **Who/What/When** – Over the summer, the Chair works with the EO coordinator, Past Chair, and Incoming Chair (when appropriate) 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 WAB members as appropriate.

3. Advisory Board Member identification/recruitment
   a. **Who/What** – The Chair works with the Executive Office (and the Incoming Chair when appropriate) to identify and recruit potential new members for recommendation to the President-Elect for appointment.
   b. **When** – Identification of potential new members should be ongoing and possibilities shared with the EO coordinator. Recruitment may begin during the Annual Conference meeting or any time thereafter. The list of recommended new members should be ready to send to the President-Elect immediately following the election (generally the end of February).

4. Advisory Board Chair identification/recruitment
   a. **Who/What** – The Chair works with the Executive Office to identify (from qualified members) and recruit an Incoming Chair for recommendation to the President-Elect for appointment.
   b. **When** – Identification of the next Chair should be ongoing and possibilities discussed with the EO coordinator. Recommendation for the Incoming Chair should be ready to send to
the President-Elect immediately following the election (generally the end of February), which is half-way through the second year of the Chair’s term.

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

6. Other
   a. The Chair facilitates WAB discussion on issues via listserv, email, and/or conference calls, 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 list 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.

### 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 the appointment is made, 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).

2. Annual meeting
   a. **Who/What/When** – Over the summer, the Incoming Chair works with the Chair and the EO coordinator 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. Advisory Board Member identification/recruitment
   a. **Who/What** – If identified in time, the Incoming Chair works with the Chair and Executive Office to identify and recruit potential new members for recommendation to the President-Elect for appointment.

### Webinar Advisory Board’s role in supporting NACADA’s Strategic Goals

1. Expand and communicate the scholarship of academic advising.
   **Who/What** - WAB members provide input and participation in the webinar series. This series allows association members to share their expertise with a wide-ranging audience. The webinar series is an alternative format from the *NACADA Journal* and conference presentations to present and discuss research in advising. WAB members review hot topics to expand academic advising knowledge outside the conference seasons.

2. Provide professional development opportunities that are responsive to the needs of advisors and advising administrators.
Who/What – The WAB supports the work of the EO to provide professional development to members that is affordable and timely. The WAB and the webinar series consider areas of interest to membership who may be unable to attend Regional, Annual, or International Conferences.

3. Pursue innovative technology tools and resources to support the Association.
   Who/What – The unit seeks to review the use of varied digital formats to expand the scholarship of academic advising to members and to the global community at large. The WAB also supports the other alternative online formats available, including YouTube. WAB will continually support the digital format to help expand and experiment with new technologies to support the association as a whole.

4. Create an inclusive environment within the Association that promotes diversity.
   Who/What – The WAB and EO continue to recruit presenters from diverse groups to promote the diversity of the association. The Webinar Series is an opportunity to show diversity across the association.

5. Promote the role of effective academic advising in student success to college and university decision makers.
   Who/What – The WAB supports other internet formats to show the rich areas of knowledge and topics of the association. Providing the opportunity to view some of these webinars in a more open venue focuses attention on the major issues facing both students and advisors and provide a venue for reflection, discussion, and planning.

6. Develop and sustain effective Association leadership.
   Who/What - The webinar format can promote effective leadership by promoting the Emerging Leaders Program and other leadership opportunities.