NACADA Administrative Division Meeting Minutes
1 p.m. Tuesday, September 29, 2009
Grand Hyatt, San Antonio, Texas

I. Call to Order – Elected Chair Joshua Smith called the meeting to order at 1 p.m. Present were Karen Thurmond, Laura Mooney, Nathan Vickers, Pat Folsom, Alison Hoff, Jobila Williams, Jane Jacobson, Brian Glankler, Susan Fread, Rodney Mondor, Albert Matheny, Pamela Marsh-Williams, Sharon Aiken-Wisniewski, Joanne Damminger, Jayne Drake, Casey Self, Charlie Nutt and Maxine Coffey.

II. Smith gave a brief overview of the Division’s role in providing professional development and other services to members. To facilitate reporting to the group on the year’s activities, committee and advisory board chairs paired up to discuss accomplishments, review challenges, and identify how major goals related to NACADA’s strategic goals. Items reported included: More than 100 members have applied to the Emerging Leaders Program; focusing on the economic climate and cost control by the Finance Committee; the success and expansion of “Take a Graduate Student to Lunch” by the Membership Committee; expanded committee membership and creation of a job search workshop by the Member Career Services Committee; challenges of handling the large volume of award nominations within the Awards Committee; packaging Webinars to include trained local discussion leaders and other resources by the Webinar Advisory Board; expansion of the Research Symposiums to be included in Regions 2 and 4 in association with the 2010 Region conferences; and implementation of recruitment and evaluation guidelines and a standardized fee structure by AACSS. For the coming year, chairs were encouraged to set realistic goals and use step-by-step implementation.

III. Information items were discussed, with the Division supporting the idea of a portion of the NACADA web site being members-only. Items supported by the Division and forwarded to the Council and Board for action were:
- A proposal regarding compensation of Institute Advisory Board chairs who also serve as Institute faculty which includes a provision for donating the stipend if desired.
- Creation of a Leading Light Award to recognize significant individual contributions in promoting diversity within NACADA.

IV. Looking to the future, Division members brainstormed one thing they would like to change in the next five years in their respective advisory board or committee. Items included the possibility of an “Emerging Administrators” program, similar to ELP but focused on administration (Professional Development Committee); greater definition of what “diversity” means in an international organization such as NACADA (Diversity Committee); perception of advising as an academic discipline with solid research (Research...
Committee); providing differentiated instruction and growth opportunities for the broad range of advising expertise levels (Administrators’ Institute Advisory Board); and retaining a network of ELP “veterans,” capturing case study information, and starting a recommended reading list (ELP Advisory Board).

V. Smith indicated chairs should watch for the fall report form and an invitation to a teleconference call. The meeting was adjourned at 4:23 p.m.