2010-CIGD meeting

2010 Commission & Interest Group Division Meeting

Saturday, October 2 –1- 5 p.m. – Coronado N/P/Q

In an effort to assist you all in preparing for this meeting and to reduce the amount of paper used, we are providing most of the information and materials for the CIG Division Meeting via this webpage. Documents you will need for the meeting and/or for CIGD-related activities held during the conference will be provided to you upon arrival at the meeting.

(same as Commission Chairs) if attending the CIG Division meeting. For 2010, Interest Group Chairs and Restructuring Task Force members will receive reimbursement for both current and incoming Commission Chairs, and optional for Interest Group Chairs and Steering Committee members. required Attendance at this meeting is

- Fall Division Meeting Reimbursement Guidelines (reimbursement forms will be provided at the meeting)

Meeting Agenda

Introductions, Group Photo

(Vote)

I. Approval of 2009 Division Meeting Minutes

II. Chair Roles and Responsibilities; & Activities Overview, Updates and Logistics Division Overview and Resources for Chairs

1. (Post-conference, Annual) Leadership Reports
2. and Listservs Network Etiquette
3. (volunteer sign-up forms will be provided to chairs at the meeting) CIGD Fair
4. and Meeting Feedback (will be provided at the meeting) Annual Meeting Head Count Forms
5. - content articles and activity updates Academic Advising Today
6. Certificates for Presenters of Commission-Sponsored Sessions
7. New Commission Chair Signatures
8. 2011 Elections - nomination forms in back of conference program and online
9. One-on-One Meetings with Chairs during conference
10. Board of Directors, Council and Division Representatives
11. Structure & Purpose CIG Division Steering Committee

will also be provided at the meeting) (2010-11 assignments)
12. Role of Executive Office and Liaison

(Interest Group, Commission Chairperson Expectations will also be provided at the meeting)

III. Discussion #1 - Division Restructuring Options

Brief discussion of the questions raised last year about the structure of the Division (specifically the roles, responsibilities, and rights of Commissions and Interest Groups) and the CIGD Task Force appointed to address the issues. CIGD Reps will outline the current options for restructuring, discuss the recent survey of Commission & IG Chairs, and facilitate a discussion about moving forward with recommendations.

Documents

- Summary of survey feedback from Division members
- Summary of survey feedback from Restructuring Task Force
- Commission/Interest Group Comparison Chart

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IV. Discussion #2 - Sharing of Best Practices as Chair

working with a unit steering committee, collaboration with other units, recruitment/involvement of volunteers, use of technology forums for discussion and communication with members (i.e., wikis, blogs, list serves, Facebook, Twitter, etc.), other?" - Sharing best practices of past activities, including review of conference proposals, articles written, incorporation of diversity and inclusiveness of membership, What I Learned I Didn’t Know & Wished I’d Known Before Serving As Chair

V. Discussion #3 - Leadership Reports and Relation to NACADA Strategic Plan

Implementation ideas, examples of future goals and activities that would meet mission strategies, use of list serves, possible collaborations on activities among commissions and interest groups, assessment of goals and activities, incorporation of diversity and inclusiveness of membership into the planning of goals and activities.

Report template

Goals/activities examples

VI. Announcements

- Interest Group status was awarded this past year to Advising at Historically Black Colleges &
Universities and Advising Second-Year Students. Congratulations!

- Please note that until the discussion regarding Division restructuring is complete the moratorium on adding units and units changing status will continue.
- CIG Division Meeting Feedback Form (will be provided at meeting)
- Annual Town Hall Business Meeting on Tuesday, October 5, 5:45 – 6:45 p.m. in the Baja Room. Chairs are strongly encouraged to attend.

VII. Adjournment / Leadership Dinner