Commission & Interest Group Division Meeting
October 1, 2011 - Denver, Colo.

Minutes

Call to Order: The 2011 CIG Division Meeting was called to order at 1:14 p.m.

Introductions: Each person in the room introduced themselves and indicated their role in the Division.

Attendees:
- Division Representatives: Lisa Peck (appointed) – attended via Skype, David Spight (elected), Janet Spence (incoming elected)
- Executive Office: Jenifer Scheibler (NACADA EO liaison)
- Interest Group Chairs: Mutlu Citim-Kepic, Shelly Gehrke, Kris Klann, Pat Kriska, Sara Mock, Cynthia Pascal, Adam Duberstein
- Division Steering Committee: LaDonna Bridges, Dan King, Marion Schwartz

Leadership Visit: The meeting was visited by Kathy Stockwell (president), Jennifer Joslin (incoming president) and Charlie Nutt (executive director).

Minutes Approval: The minutes of the 2010 CIG Division Meeting on October 2 in Orlando were approved.

Division Overview, Chair Roles and Responsibilities; and Resources for Chairs:
- Janet Spence provided an overview of the NACADA leadership structure, including the board, council and division representatives.
- David Spight provided an overview of the CIG Division Steering Committee structure and purpose.
- Lisa Peck gave an overview on completing Chair reports, both post-conference and annual.
- Executive Office Liaison Jenifer Scheibler presented an overview of information chairs need to know on the topics of options for chairs to communicate with unit members and the role of the executive office liaison, as well as provided details regarding the CIGD Fair, upcoming leadership elections and forms that needed to be completed and returned.

Activities Overview, Updates, and Logistics:
- Executive Office Liaison Jenifer Scheibler also shared informational items specific to chair responsibilities at the Annual Conference, including conducting Commission & Interest Group Annual Meetings; the Commission and Interest Group Fair; providing AAT articles and updates; and 2012 Elections.
- NACADA staff member Marsha Miller attended the meeting to share information on Commission & Interest Group Sponsored Surveys. She discussed a handout she provided regarding how to navigate the disconnect between surveys and the IRB requirements and how to work together with the annual conference proposal reading process. She then fielded questions.
- Marsha also talked about Clearinghouse and the unit resource pages. She explained that we have right to reprint issues. She then fielded questions.

Discussion #1 — CIG Division Implementation Task Force Report
A presentation of the work of the Restructuring Implementation Task Force, followed by discussion / Q&A. Implementation Task Force Chair Dana Zahorik talked about the history of the issue of restructuring and presented the task force report (see attached report). Comments and questions and comments fell into the following categories:

Clusters and assignment of commissions and interest groups to clusters
- Need a definition for what each cluster represents/stand for – a statement.
- When adding new units to clusters or when modifying clusters, consider how many people are in each unit to get a balance of those represented and served by each steering committee member.
Concern was shared about the assignment of units to the Theory, Practice and Delivery of Advising cluster. It seemed like a hodge-podge with no common thread through TPD cluster.

The group was asked to not limit collaboration to units within your assigned cluster, but to continue to work with other units outside of the cluster.

There was concern that it might be hard to convey this new structure to the members of the organization (NACADA members). The question was posed if the cluster would be intimidating to new members.

The suggestion was offered that now that the clusters were formed, the titles and members could be a hidden structure and made “invisible” to avoid confusion. David Spight responded that this change in structure is primarily to help manage and organize the CIG Division. It is not intended that the primary purposes and functions of the units (CMs/IGs) will be affected.

**Service to Cluster awards program**

- The comment was offered that awards shouldn’t be fiscally motivated and need to be advertised better by NACADA Executive Office and the CMs/IGs.
- The question was posed if there was any historical data to support offering only one award per cluster. David Spight responded that the program now was a cluster award and no longer a unit award.
- It was suggested that the Service to Cluster Awards should now be included as part of the NACADA Awards Reception at Annual Conference.

**Summary points**

- David Spight pointed out that sponsored presentations for Annual Conference will be more equitable when done by cluster since interest groups will now be represented.
- Dana Zahorik reminded the group that the previous discussions that ultimately led to voting by CIGD chairs indicated that the time had come to move the process forward. She said that this is a starting point, and that these decisions were not set in stone. As the new structure is implemented and evaluated, modifications of improvement can be made.
- Christine Lancaster thanked the task force members for their hard work and thoughtful consideration, and made the comment that she understands how difficult it must have been.

**Discussion #2 — Sharing of Best Practices as Chair**

Current chairs were asked to share with incoming chairs helpful hints and best practices they have found to work during their time as a chair. The chairs were seated at tables within the new clusters, and discussed for 15 minutes, then reported out to entire group. Suggestions/hints proved where:

- Two chairs shared notebooks that the outgoing chair gave them during transition. The notebooks contained information pertinent to that perspective commission/interest group and division, as well as helpful resources.
- It was suggested that the outgoing chair volunteer to be on CM/IG’s steering committee.
- Don’t shoot for moon initially; pick one or two smaller goals to accomplish in the first year, and proceed from there.
- Involve a people from a variety of advising situations (diversity in institutions, job type, etc.) and backgrounds, as well as a representative of each region on the steering committee to make sure all opinions are represented. Be specific about your expectations for members of the steering committee.
- Understand who your members are, what other units they are involved in and how that relates to their involvement. Be intentional with the role of chair and figure out how the role fits into your life.
- It was suggested that a LinkedIn group for CM/IG might be better than the current listerv.
- Write articles. Target the CM-sponsored presentations to turn presentation into articles. Make sure the CM/IG annual meeting agenda is full and keeps on track. Gather information at the annual meeting regarding topic members want to see at Annual Conference and this will assist the proposal readers in making selections. Use facebook with your unit.
- It is important to see that the smaller commissions and interest groups are represented through submission of and acceptance of CM/IG-related proposals.
- Remind potential unit volunteers that the time commitment isn’t so bad, be specific on time expected from them, and say thank you!
- Chairs need to follow-through and make sure you have the tech to support needed. Collaborate with other units on projects, as well as with groups outside NACADA. Make unit members aware of what resources are available to them from NACADA.
- Be specific on who you select for the unit steering committee - be intentional don’t do a blanket email asking for volunteers. Keep in contact with your volunteers. Write reminders on the back of business cards you get at NACADA.

**Other Items of Note**

- **CIG Division Meeting Feedback** — Chairs were asked to complete a feedback form for the CIG Division meeting and submit it before leaving the conference.
- **Annual Town Hall Business Meeting** — Chairs were encouraged to attend.

**Recognitions**

- Outgoing Division Chair **David Spight** was recognized for his tremendous contributions to the Division.
- **Dana Zahorik** was recognized for serving as the Implementation Task Force Chair and leading the group to successfully fulfill its task.
Door Prizes — NACADA resources were given out as door prizes throughout the meeting.

Meeting Adjourned at 4:45 p.m. Attendees proceeded to the Leadership Dinner at 5 p.m., followed by a Leadership Reception.