Minutes

Call to Order: The 2012 CIG Division Meeting was called to order at 1:15pm

Welcome: Lisa Peck introduced the CIG Division Reps & EO Liaison –

Attendees:
- Division Representatives: Lisa Peck (appointed), Janet Spence (elected), & Dana Zahorik (appointed)
- Executive Office: Elisa Shaffer (NACADA EO Liaison)
- Interest Group Chairs: Kathleen Shea Smith, Jenny Fox, Shonda Goward, Rachel Nelson, Cynthia Pascal, Shelly Gehrke, Bryant Hutson, & Sara Mock
- Division Steering Committee: Erin Justyna, Debra Dotterer, Blane Harding, Nora Allen Scobie, David Spight, & Dan King

Leadership Visit: The meeting was visited by Joshua Smith (President), Joanne Damminger (incoming President), & Charlie Nutt (executive Director)

Ice Breaker & Group Photo: Janet Spence led the division in an ice breaker and introductions. Group Photo was taken

Minutes Approval: The minutes of the 2011 Division Meeting on October 1 in Denver were approved.

Chair Roles and Responsibilities Overview:
- Elisa Shaffer provided an overview of the Role of Executive Office and Liaisons, Leadership Reports, Clearinghouse, Academic Advising Today articles, Webinars, NACADA Blogging, CIG webpages, Listservs, & other annual conference related items.
- Lisa Peck provided an overview of Cluster Annual Awards & Recognition of 2011-2012 Award Winners.

Service to CIGD Award Discussion: Lisa Peck lead a discussion in regards to the evolution of Service to CIGD Award. A task force was suggested and volunteers were solicited.

Discussion of merger of ESL/International Student Advising Commission & Study Abroad Advising IG: Discussed among CIGD and merger was encouraged from the division.

BREAK

Cluster Discussions were held by Steering Committee Member: Each cluster broke out into separate groups lead by each of their individual Cluster Rep/Steering Committee Member. Three discussions were held by these groups:
- Discussion: Topic to be selected by Steering Committee Member
- Discussion: Best practice as Chair of a Commission or Interest Group
- Discussion: Leadership Reports Supporting NACADA Strategic Plan
Clusters shared discussions topics with the whole division

Other Items of Note:
- CIG Division Meeting Feedback Form – Chairs were asked to complete a feedback form for the CIGD meeting and submit it before leaving the conference.
- Annual Town Hall Business Meeting – Chairs were encouraged to attend.
- Leadership Reception – Chairs were encouraged to attend.
- Leadership Dinner was announced

Meeting Adjournment: The 2012 CIG Division Meeting was adjourned at 4:45pm and attendees proceeded to the Leadership Dinner.