

## Division Unit Report for the Distance Education Advising Commission

### Submitted by Lindsey Byrd, Chair LByrd1@uwf.edu

Please complete **Columns 1 through 6** and return by **November 1, 2015**, to Commission & Interest Group Division (CIGD) Reps Karen Archambault, [karchambault@bcc.edu](mailto:karchambault@bcc.edu), and Erin Justyna, [erin.justyna@ttu.edu](mailto:erin.justyna@ttu.edu), with a copy to CIGD Liaison Elisa Shaffer, [elshaffer@ksu.edu](mailto:elshaffer@ksu.edu). Please copy your unit's CIGD Steering Committee Member as well.

Two columns have been added to the November 2015 report form, providing a place to indicate which other units (if any) your group will collaborate with in achieving its 2015-16 outcomes, and what challenges (if any) you anticipate in achieving those outcomes. The Executive Office will compile a summary of the CIGD reports and provide it to all Division chairs for their use in identifying possible areas of future collaboration.

Columns 7 and 8 are included only for reference at this time, as they will not be completed until the progress report due August 15, 2016.

<b>NACADA Strategic Goal(s)</b> (List strategic goal(s) to which the outcome is related)	<b>Specific desired outcome</b> (What you want to occur as a result of your efforts; what you want someone to know, do, or value)	<b>Actions, activities or opportunities for outcome to occur</b> (What processes need to be in place to achieve desired outcome)	<b>Outcome measurements &amp; related data instrument(s)</b> (How you will specifically measure for the outcome and any instruments you will specifically use e.g. survey, focus group)	<b>Other groups or individuals (if any) to connect with in achieving this outcome</b> (List any plans or opportunities for collaboration with other Committees, Advisory Boards or units regarding this outcome)	<b>Challenges (if any) anticipated in achieving this outcome</b> (How you plan to address difficulties that may arise as you work to achieve the outcome)	<b>Progress toward achieving outcome (Only completed in August 2016 report)</b>	<b>Future action(s) based on data (Data-informed decisions) (Only completed in August 2016 report)</b>
1. Provide professional development opportunities that are responsive to the needs of advisor and advising administrators  Develop and sustain effective association leadership	1. Create a commission steering committee	1. Contact commission members via listserv and NACADA conference activities (CIG Fair and Commission Meeting) to get interested candidates  Determine steering committee roles	1. Steering Committee created (Yes/No)  Steering Committee meets via phone or through adobe connect once per month (Yes/No)	1. EO assistance with getting adobe connect link sent to members of steering committee  EO assistance with how to use adobe connect software	1. If schedule conflicts occur, ensure follow up one-on-one meeting between chair and steering committee  If adobe connect is unavailable, research alternative options for hosting video conference calls.		

		Discuss with E. Shaffer (EO @ NACADA) about tools to use to host webinars/meetings					
<p>2. Provide professional development opportunities that are responsive to the needs of advisor and advising administrators</p> <p>Pursue Innovative technology tools and resources to support the Association</p> <p>Expand and communicate the scholarship of academic advising</p>	2. Host at least four webinars per year on topics chosen by commission members	<p>2. Contact commission members via listserv and at NACADA Events to determine topics they would like more information on pertaining to online advising</p> <p>Contact EO to discuss webinar including software used, developmental guidelines, and recordings of sessions</p>	<p>2. Four webinars created and broadcasted? (Yes/No)</p> <p>Does attendance increase for each webinar (Yes/No)</p> <p>Are webinars watched via commission site (Yes/No)</p>	<p>2. EO assistance with getting webinar links sent to commission via listserv and email</p> <p>EO assistance with getting webinars posted to NACADA commission website</p>	2. If webinar cannot happen, check to see if EO has conference call number/code so everyone that wants to can meet via phone at a specific date/time.		
<p>3. Develop and sustain effective Association leadership</p> <p>Expand and communicate the scholarship of academic advising</p>	3. Create Commission Address Book	<p>3. Gather commission member information through listserv and NACADA Events.</p> <p>Create a password protected document for commission-only members to access</p>	<p>3. How often is this document viewed bi-monthly?</p> <p>Has the commission submitted an article to AAT or the Clearinghouse between October 2015-October 2016 (Yes/No)</p>	<p>3. EO assistance with tracking document views (monthly)</p> <p>EO assistance with getting document posted to NACADA commission website</p>	3. Document will have information with initial person's data gathered from conference and listserv. To increase the address book, reminders will be sent out bi-monthly to gather more data.		

		<p>on NACADA site that has areas of interest listed for commission networking purposes</p> <p>Compile member information based on areas of interest so that the steering committee can contact individuals interested in assisting with specific commission projects such as research, writing, and webinars.</p>	<p>Has the commission submitted proposals for regional conferences (Yes/No)</p> <p>Are webinars attended by 25 or more persons (Yes/No)</p>				
<p>4. Expand and communicate the scholarship of academic advising</p>	<p>4. Submit a commission name change request</p>	<p>4. Gather suggestions and rationale for name change from present persons at NACADA annual conference in Las Vegas.</p> <p>Gather rationale and suggestions through listserv.</p> <p>Write rationale Follow steps on 'Unit Name Change Procedures' listed</p>	<p>4. At the CIG Division Meeting, is the name change vetoed <u>or</u> voted on at the annual meeting?</p>	<p>4. CIG Division Representatives and Division Liaison to the EO will receive email with rationale</p>	<p>4. If vetoed at annual meeting, discuss with Division Reps as to why and begin again with rationale with commission members support</p>		

		on the NACADA website.					
<p>5. Promote the role of effective academic advising in student success to college and university decision makers</p> <p>Pursue innovative technology tools and resources to support the Association</p> <p>Expand and communicate the scholarship of academic advising</p>	5. Create framework for an online advising model	<p>5. Gather information from commission members to determine what is essential to know for new advisors in online-distance advising. Information will be gathered via listserv and commission meeting at annual conference in Las Vegas.</p>	<p>5. Webinar hosted on this topic (Yes/No)</p> <p>Region IV conference proposal submitted on this topic (Yes/No)</p> <p>Draft of model complete and ready to review before annual conference in Atlanta? (Yes/No)</p>	5. May collaborate with technology in advising commission for tips on tools useful for online students	5. This guide will be a work in progress with continuous information being added and updated. The chair and the steering commission will be responsible for updating this information in a timely manner.		