

Advisory Board/Committee Chairs

2011 End of Year Report Form

The purpose of this report is to describe all that has been accomplished over the past year. As you recall from our mid-year phone conference, we encouraged you to articulate a few tangible goals in measurable terms and the strategies/approaches that the board/committee will undertake to meet the goals. For the end of the year report, you are to indicate in the results column the extent to which the goals were achieved and based on that data list any appropriate next steps or recommendations for action

Advisory Board/Committee Name: Member Career Services

Mission: The Member Career Services Committee recommends effective methods for career development for NACADA members, which may include job postings on the web site, employer/employee contacts at conferences, and workshops to assist members with employment searches.

Current Members (name, institution, email); please put an * next to new members:

Alison Hoff, Chair – Indiana University Purdue University-Ft. Wayne	hoffa@ipfw.edu
Region 1: Denise Mary Manning (2010-2012) – Landmark College	dmanning@landmark.edu
Region 2: Bill Elliott (2010-2012) – Harford Community College	BElliott@Harford.edu
Sanchali Biswas (2010-2012) -- Boston College*	sanchali.biswas@bc.edu
Region 3: TBD	
Region 4: Valencia Edwards (2010-2012) -- The Savannah College of Art & Design	vredward@scad.edu
Samara Massey (2010-2012) – The University of Alabama Birmingham	Smassey2@uab.edu
Jocelyn Wilcher Vickers (2010-2012) -- Auburn University	wilchjl@auburn.edu
Rachel Singleton (2009-2011) – Mississippi State University	RSingleton@CFR.MsState.Edu
Region 5: Alison Hoff, Chair (2009-2011) – Indiana University Purdue University - Ft. Wayne	hoffa@ipfw.edu
Carolina Arroyo (2010-2012) – University of Notre Dame	Arroyo.1@nd.edu
Adam Duberstein (2010-2012) -- Ohio Dominican University*	dubersta@ohiodominican.edu
Region 6: Kathryn Platts (2010-2012) -- Iowa State University*	kplatts@iastate.edu
Region 7: TBD	
Region 8: Lisa Laughter (2010-2012) -- Washington State University	laughterl@wsu.edu
Region 9: Brandis Bernard (2010-2012) -- University of Nevada, Reno	bernard@unr.edu
Grace Cardenas Leal (2010-2012) -- California State University, Monterey Bay	gcardenasleal@csumb.edu
Region 10: Kim Wright (2010-2012) -- Utah Valley University*	WRIGHTKI@uvu.edu

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Criteria used to create and maintain diversity of membership (size of institution, region, role, ethnicity, new and experienced professionals, etc.): Committee seats continue to be filled based on suggestions from past committee members, regional chairs, and volunteers. All NACADA members are welcome to join the committee.

Completed Planning Matrix for 2010-2011

Directions: Please copy and paste columns 1 and 2 from your beginning of the year report. Next, write out appropriate responses that best describes the current results toward completing each goal. Finally provide concrete next steps for the board/committee based on the results to date.

Goals (identify link to NACADA strategic goal # for each stated goal)	Strategies/Approach to address goal	Results	Recommendations for Action
1) Appoint committee members that represent each of the 10 NACADA regions. (Goal 5)	1) Active recruitment by chair and committee members	Still in need of representatives from regions 3 and 7	In-coming chair is taking on this task in preparation for 2011-2012
2) Offer career workshop at national conference on "How to Conduct an Advising Job Search" (Goal 5)	2) Submit session proposal(s) for acceptance.	One proposal submitted and accepted for the NACADA national conference in Denver; Presented on the same topic in 2010.	This presentation should be an automatically accepted workshop such as the new attendee orientation. This presentation has been denied in the past, requiring special approvals later on. Presentations on job searching topics are a part of the expectations of our committee.
3) Write regular Career Corner articles for "Academic Advising Today" (Goal 5)	3) Asking committee members to volunteer for a submission, co-authored by the chair, include on annual committee meeting agenda.	Committee members and the chair have provided career corner articles in each Academic Advising Today newsletter for 2011-2012	Contributors should be lined up for 2011-2012 by mid-October.
4) Provide staffing of the Member Career Services booth at the national and regional conferences (Goal 5)	4) Asking each committee member to staff the MCS table during the conference	Successful staffing of the Member Career Services booth at the national conference	Staffing of the 2011 Career booth will commence in September