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, and Erin Justyna, erin.justyna@ttu.edu, with a copy to CIGD Liaison Elisa Shaffer, 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.

NACADA Strategic Goal(s) (List strategic goal(s) to which the outcome is related)	Specific desired outcome (What you want to occur as a result of your efforts; what you want someone to know, do, or value)	Actions, activities or opportunities for outcome to occur (What processes need to be in place to achieve desired outcome)	Outcome measurements & related data instrument(s) (How you will specifically measure for the outcome and any instruments you will specifically use e.g. survey, focus group)	Other groups or individuals (if any) to connect with in achieving this outcome (List any plans or opportunities for collaboration with other Committees, Advisory Boards or units regarding this outcome)	Challenges (if any) anticipated in achieving this outcome (How you plan to address difficulties that may arise as you work to achieve the outcome)	Progress toward achieving outcome (Only completed in August 2016 report)	Future action(s) based on data (Data-informed decisions) (Only completed in August 2016 report)
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.	**Steering Committee Created and roles outlined (goal achieved).** **Monthly Meetings take place using ZOOM format from NACADA EO or communicati**	**Maintain monthly communication with steering committee members.**

		Discuss with E. Shaffer (EO @ NACADA) about tools to use to host webinars/meetings				**on is done via email.**	
2. Provide professional development opportunities that are responsive to the needs of advisor and advising administrators

Pursue Innovative technology tools and resources to support the Association

Expand and communicate the scholarship of academic advising | 2. Host at least four webinars per year on topics chosen by commission members | 2. Contact commission members via listserv and at NACADA Events to determine topics they would like more information on pertaining to online advising

Contact EO to discuss webinar including software used, developmental guidelines, and recordings of sessions | 2. Four webinars created and broadcasted? (Yes/No)

Does attendance increase for each webinar (Yes/No)

Are webinars watched via commission site (Yes/No)

Are webinars attended by 25 or more persons (Yes/No) | 2. EO assistance with getting webinar links sent to commission via listserv and email

EO assistance with getting webinars posted to NACADA commission website | 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. | **Held webinar in Feb. 2016. 40+ attended (attendance goal met/number of webinars unmet)**

Webinar topics have been reviewed by steering committee. | **Establish future webinars/topics with predetermined dates and publish to commission site as resource.** |
| 3. Develop and sustain effective Association leadership

Expand and communicate the scholarship of academic advising | 3. Create Commission Address Book | 3. Gather commission member information through listserv and NACADA Events.

Create a password protected | 3. How often is this document viewed bi-monthly?

Has the commission submitted an article to AAT or the Clearinghouse | 3. EO assistance with tracking document views (monthly)

EO assistance with getting document posted to NACADA | 3. Document will have information with initial person's data gathered from conference and listserv. To increase the address book, reminders will be | **Address Book created and on commission site (goal achieved)**

AAT article goal unmet. | **See if tracking views of address book is possible.**

Recruit commission members to |

		document for commission-only members to access on NACADA site that has areas of interest listed for commission networking purposes 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.	between October 2015-October 2016 (Yes/No) Has the commission submitted proposals for regional conferences (Yes/No)	commission website	sent out bi-monthly to gather more data.	**Commission Presented at region IV conference (goal met)**	**begin writing articles for AAT.**
4. Expand and communicate the scholarship of academic advising	4. Submit a commission name change request	4. Gather suggestions and rationale for name change from present persons at NACADA annual conference in Las Vegas. Gather rationale and suggestions through listserv. Write rationale Follow steps on 'Unit Name	4. At the CIG Division Meeting, is the name change vetoed or voted on at the annual meeting?	4. CIG Division Representatives and Division Liaison to the EO will receive email with rationale	4. If vetoed at annual meeting, discuss with Division Reps as to why and begin again with rationale with commission members support	**CIG Name change being presented for discussion in Atlanta (goal met TBD)**	**Name change will be approved/not approved after annual conference**

		Change Procedures' listed on the NACADA website.					
5. Promote the role of effective academic advising in student success to college and university decision makers

Pursue innovative technology tools and resources to support the Association

Expand and communicate the scholarship of academic advising | 5. Create framework for an online advising model | 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. | 5. Webinar hosted on this topic (Yes/No)

Region IV conference proposal submitted on this topic (Yes/No)

Draft of model complete and ready to review before annual conference in Atlanta? (Yes/No) | 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. | **Webinar presented on advising model (yes-but was discussion not presentation goal partially met)**

Region IV proposal accepted and presented (yes-goal met)

Draft of model complete and review at annual conference (goal unmet) | **Webinar with outline will be strategic goal for 2016-2017 year.**

Format of guidebook has changed so overall concept is created but further work will be continued on this topic. |