NACADA THE GLOBAL COMMUNITY FOR ACADEMIC ADVISING // ADVISING COMMUNITIES

ACD Chair 2018-2019 Timeline
September 29, 2018 through November 15, 2019

Complete By	Task	Check When Completed
September 29, 2018	1:00-2:30pm: Cross Divisional Training (Room: N226 A-C) 2:30-5:00pm: ACD Annual Meeting (Room: N228 A/B) 7:00-8:30pm: Leadership Dinner (Sheraton Phoenix Ballroom D) 8:30-10:30pm: Leadership Reception (Sheraton Valley Overlook)	
October 10, 2018	Work with your Steering Committee to develop goals/plans for the year in advance of submission of the Post-Conference Report due in ~1 month	
October 16, 2018	*Reminder:* Post-Conference Report due November 15	
November 15, 2018	• **Post conference report due to Reps** • **Steering committee selections due to Reps**	
November 15, 2018	*Reminder:* Article submissions for the March issue of *AAT* are due to Leigh Cunningham	
January 15, 2019	Readers' names emailed to fturner@ksu.edu; *if you need more readers, we have a list of people interested in volunteering*.	
Mid-February 2019	Proposals and Hot Topics for Annual Conference are **due** to the online proposal system	
February 15, 2019	Keep in touch with your ACD Cluster Rep. Make sure they are aware of your group's progress on goals and outcomes	
February 15, 2019	Send announcement out to all members of your AC that nominations are being accepted for the ACD Service awards. Info will be posted to the Division LISTSERV.	
February 22, 2019 (tentative)	• Deadline for the Call for Proposals Submissions • Proposal reviewing by your submitted readers begins	
March 14, 2019 (tentative)	Deadline for readers to have their evaluations submitted to their Chair	
March 15, 2019	*Reminder:* Article submissions for the June issue of *AAT* are due to Leigh Cunningham	
March 21, 2019 (tentative)	• Deadline for Chairs to have their summaries of reader reviews submitted to Conference Program Chair • Sponsored session selections also submitted with summaries	
April 3, 2019 (tentative)	Notices of acceptance for Annual Conference proposals is sent to submitters	
April 14, 2019	ACD Service Award nominations are due around this time	
May 2019	Confirm your AC Business Meeting and draft the abstract about it with Annual Conference EO staff (Dayna will email Chairs)	

June 1, 2019	Draft your ACD AUGUST 15th Annual Report – submit it before summer gets too busy!	
June 15, 2019	*Reminder:* Article submissions for the Sept. issue of A*AT* are due to Leigh Cunningham	
July 1, 2019	• Work with your group's Steering Committee to complete your Annual Report due August 15. • Information about social events during annual conference due to Dayna. • Please pay close attention to the listserv for RSVP requests for the various Annual Conference events.	
July 30, 2019	Confirm with EO Liaison that you will attend the ACD meeting in Louisville; If it is not possible for you to attend Annual Conference, report who will facilitate the business meeting and staff the ACD Fair in your absence	
August 1, 2019	• Start preparing for ACD Fair for annual conference: Who will staff it? What will be the theme? What supplies are needed? Save receipts. • Begin preparing for your Business Meeting at Annual Conference	
August 15, 2019	**Annual Report and Topical Template (Community Snapshot) due to Reps** *All Communities must submit these items*	
September 1, 2019	Reminder: Article submissions for the March issue of *AAT* are due to Leigh Cunningham	
Late October	Be on the lookout for Nominations for Elected positions to open. Let your Steering Committee know about options and deadlines if your Community Chair is up for election.	
November 15, 2019	**Post-Conference Reports are due to your Cluster Rep and Dawn Krause** All Communities must submit this item	

Division Representative and EO Liaison Contact Information:

Title	Name	Institution	Phone	E-Mail	Additional Contact Information
ACD Rep 2017-2019	Kyle Ross	Washington State University	(509) 324-7472	kwross@wsu.edu	cell: (253) 225-8421
ACD Rep 2019-2021	Rebecca Hapes	Texas A&M University	(979) 845-9733	rhapes@tamu.edu	
Executive Office ACD Liaison	Dawn Krause	NACADA	(785) 532-0632	dawnkrause@ksu.edu	cell: (512) 350-9072

2017-2018 Steering Committee:

Cluster	Name	Institution	Phone	E-Mail	Additional Contact Information
Administration of Advising Cluster	Wendy Schindler	Gateway Community & Tech College	(859) 442-1631	wendy.schindler@kctcs.edu	
Advising in Academic Programs I	Erin Donahoe-Rankin	University of North Texas	(940)565-2216	Erin.Donahoerankin@unt.edu	
Advising in Academic Programs II	Teresa Brethauer	Walden University	(443) 627-7284	teresa.brethauer@mail.waldenu.edu	
Advising Specific Populations I	Sherwin James	Clayton State University	(678) 466-4515	sherwinjames@clayton.edu	
Advising Specific Populations II	Amber Kargol	Iowa State	(515) 294-2553	akargol@iastate.edu	
Advising Specific Populations III	Amanda Mather	Texas A&M University at Qatar	974 3378 4627 (Intl)	amanda.mather@qatar.tamu.edu	Skype: Amanda.Mather00 // What's App: Amanda Mather
Institutional Type	Rachel Kirk	Texas A&M University-Corpus Christi	(361) 825-2257	rachel.kirk@tamucc.edu	
Theory, Practice, and Delivery of Advising I	Dana Hebreard	Aquinas College	(616) 526-6040	dmh005@aquinas.edu	616-632-1121
Theory, Practice, and Delivery of Advising II	Lindsey Byrd	Pensacola State College	(850) 484.1633	lbyrd@pensacolastate.edu	