PASSING THE TORCH
Expanding the Leadership within the NACADA Institutes
INTRODUCTIONS

Past Advisory Board Chairs & Institute Faculty:
- Tomarra Adams – Assessment Institute
  - Spalding University
- Stephanie Hands – Administrators’ Institute
  - University of New Mexico
- Kathy Stockwell – Summer Institute
  - Fox Valley Technical College

Executive Office:
- Jennifer Rush – Institute Manager and Advisory Board Liaison
WHAT WE WILL COVER

- The value of expanding NACADA leadership
- Goals of the Summer, Assessment and Administrators Institutes
- Define the structure of the Institutes
  - Explain the role of the advisory board
  - Explain the role of the faculty
  - Explain the role of the intern
- Application requirements for the Faculty Intern program
  - The application and selection process
- Advisory Boards
WHY GET INVOLVED …

- NACADA is a grassroots organization
- We’re always looking for fresh faces, fresh ideas!
- Great way to develop your leadership skills within NACADA
- Utilize your skills and expertise in helping others enhance their academic advising programs
- Learn from those you are working with
- Help NACADA move into the future with a strong leadership team
About the Event

- 2 times each year, late June and late July
- Week long program starting on Sunday and ending on Friday
- Participants leave with an Action Plan they can put to use when they return to their campus
- General overview of Academic Advising
ADMINISTRATORS’ INSTITUTE

About the Event

- Held in early February each year
- Two and a half day program starting on Thursday and ending on Saturday
- Two tracks offered: new/aspiring administrators and multi-campus administrators
- Topics focused on the administration of an Academic Advising program on a campus
ASSESSMENT INSTITUTE

About the Event

- Held in early February each year
- Two and a half day program starting on Thursday and ending on Saturday
- Work Groups offered to take the participants through the Assessment process step by step
- Topics focused Assessment and how it impact Academic Advising programs on campuses
How to get involved:

**Faculty Intern Program**
- Selected applicants are assigned a Faculty Mentor who will work with them throughout the event from preparation to final execution.
- Mentors will present/lead, Interns use this time to learn and develop skills – may contribute to session presentations and Work Group facilitation.
- Interns are expected to be available to serve as faculty (if selected) the following year.
- Interns are evaluated at the end of the event to be considered as faculty.

**Faculty**
- Interns could become full faculty upon completion of the Intern program.
- Faculty are expected to serve for at least two years if not more.
BASIC ELIGIBILITY CRITERIA

- Current Member of NACADA
- Knowledge of and commitment to NACADA
- Event attendance is a must
- Increased involvement in NACADA
- Public Speaking experience
- Skills, experience, and expertise related to the event curriculum
SUMMER INSTITUTE
ELIGIBILITY CRITERIA

- Experience and expertise in an advising program and the development and implementation of action plans.
- Familiar with the Assessment process and Student Learning Outcomes
- Experience leading and facilitating group discussions as well as conflict management.
- Experience in academic advising specialties related to the event curriculum.
Experience and expertise as advising program directors/coordinators including:

- Supervising personnel, hiring and training new advisors, team building, evaluating and assessing advising programs, managing budgets, serving as committee leaders, and/or applying for grants.

Experience in academic advising specialties related to the event curriculum including:

- Hiring and evaluating, staff morale, assessment, team building, budget management, program evaluation, training and development programs, research, legal issues, etc.
Experience and expertise in assessing advising programs from development through completion of an assessment process.

Experience in academic advising specialties related to the event curriculum.

Examples: rubrics, focus groups, advisor evaluation, team building, data management, developing an advising syllabus, developing/analyzing satisfaction surveys, data mapping, developing/using outcomes, etc.
APPLICATION REVIEW PROCESS

- Institute’s Management Team selects potential interns and faculty for the event year
- Applications are valid for one year
  - If not selected you are welcome to reapply the following year.
- **Summer Institutes**
  - Submit Application by January of event year
- **Assessment and Administrators‘ Institutes**
  - Submit application by April of year before event
- Open review
- If selected you will be contacted by the NACADA Executive Office
HOW TO APPLY

- Visit the Institute Faculty Member Information page at:
  https://www.nacada.ksu.edu/Events/Faculty-Interest.aspx

- Select the Institute’s application you are interested in

- Complete the form and submit it along with required documentation to the Executive Office Liaison:
  - Jennifer Rush at jlrush@ksu.edu
  - Fax to: Attn: Jennifer Rush, 785-532-7732
What is involved:

- Curriculum improvements
  - Post Event Evaluation review
  - Topic suggestions
- Support chair
- Goal Development
SUMMER, ADMINISTRATORS’, AND ASSESSMENT ADVISORY BOARDS

Collaborations

- Curriculum – complementing other events
- Ensure that materials are not overlapping]
- Promotion of leadership (faculty/interns)
- Promotion of events
- Current trend review
- Training of Chairs, board members, faculty – coming soon
- This presentation ...
QUESTIONS