American Association of Community Colleges
Affiliated Council

National Council of Instructional Administrators

Annual Report

July 1, 2012 - June 30, 2013
AACC AFFILIATED COUNCIL ANNUAL REPORT

Under the guidelines established by the AACC Board of Directors, each AACC-Affiliated Council is required to submit an annual report by August 15 of each year. The report should cover the period July 1 - June 30, which is the Board approved reporting year. Please provide all information requested. Failure to submit a complete report by the due date may result in withdrawal of affiliation. Information about 2013 - 2014 activities will be posted on the AACC Web site. Reports will be made available to the Board Liaison and Staff Contact for each Council.

Reports are to be submitted electronically by August 15, 2013, to Jennifer Tinch, COAC Liaison at jтинch@aacc.nche.edu

General Information

Affiliated Council Name: National Council of Instructional Administrators

Year for which report is submitted: June 1, 2012 - June 30, 2013

Person submitting report: Katherine Wesley

Affiliated Council position: Executive Director

Professional title (please write out): Lecturer, Dept. of Ed. Administration, University of Nebraska-Lincoln

Complete Address: 124 TEAC Hall

City: Lincoln State: NE Zip: 68588

Phone: (402) 472-8958 Fax: 

Email: kwesley4@unl.edu

Affiliated Council website address: www.nciaonline.org

Year Affiliated Council was founded: 1977
Membership Information

1. Current number of members: 11 Individual 70 Institutional

2. Month/Year when newly elected officers assume positions: July, 2013

3. Length of officers’ terms: One year

Please include the following:
Roster of current officers for 2012 to 2013
President: Lisa Stich
Vice President: Margo Martin
Secretary: Amy Fugate
Treasurer: Judy Marwick
Past President: Al Buyok
Executive Director: Katherine Wesley

Roster of next year’s officers for 2013 to 2014 (if known)

President
Margo Martin
Dean of Liberal Arts
Florida Community College at Jacksonville, South Campus/Deerwood
11901 Beach Boulevard
Jacksonville, FL 32246
Phone: 904-646-2045
Email: Margo.Martin@fscj.edu

Vice President
Amy Fugate
Vice President for Academic Affairs
Mott Community College
1401 East Court Street
Flint, MI 48503
Phone: 810-762-0237
Email: amy.fugate@mcc.edu

Secretary
Kristine M. Young
Vice President for Academic Services
Parkland College
2400 West Bradley Avenue
Champaign, IL 61821
Phone: 217-351-2542
Email: kyoung@parkland.edu

Treasurer
Maryrose Eannace
Vice President for Learning and Academic Affairs
Mohawk Valley Community College
1101 Sherman Drive
Utica, NY 13501
Phone: 315-792-5301
Email: meannace@mvcc.edu

Past President
Lisa Stich
Vice President, Academics and Student Services
West Shore Community College
P.O. Box 277
2014 AACC Convention Information

A. 2014 AACC Convention meeting/forum contact:

   Name of person responsible for submitting the paperwork for the meeting/forum: Dennis Headrick
   Title: Vice President of Instruction
   College/Institution: Southeast Community College
   Address: 301 S. 68th Street Place
   City: Lincoln State: NE Zip: 68522
   Phone: (402) 323-3427 Fax: (  )
   Email address: dheadrick@southeast.edu

   Please list the name of the person from your organization who will read and review proposals for the 2014 AACC Annual Convention.

   Readers will receive materials in October 2013.

   Name: Katherine Wesley
   Title: Executive Director
   College/Institution: University of Nebraska-Lincoln
   Address: Room 124 TEAC
Future Affiliated Council Meeting Dates

AACC will post your Affiliated Council meeting dates on the AACC website Event Calendar with a link to the organization’s website. Please provide us with information on the meetings you wish posted.

Annual Meeting(s): Fall Board Meeting – place and date undetermined at this time.

A. Meeting Name: Dates:

Start and End Times (if applicable):

City/State:

Hotel/Other:

Theme:

Description:

Post on AACC Web site: ___ Yes ___ No

If yes, please provide link:

B. Meeting Name: Dates: Summer Retreat/Board Meeting – place and date undetermined

Start and End Times (if applicable):

City/State:

Hotel/Other:

Theme:
Approved by AACC Board of Directors, April 20, 2013

Description

Post on AACC Web site: _____ Yes _____ No

If yes, please provide link:

C. Meeting Name: International Conference on College Teaching and Learning

Dates: April, 2014

Start and End Times (if applicable):

City/State: Ponte Vedra Beach, FL

Hotel/Other: Sawgrass Marriott

Theme: Reality Learning

Description:

NCIA is a co-sponsor of this annual conference that focuses on teaching and learning. The NCIA Board members will give a “Featured Presentation” focusing on academic leadership, and NCIA will present their annual Exemplary Initiative and Instructional Leadership Awards at the Awards Luncheon at this conference in April, 2014.

Post on AACC Web site: X Yes No

If yes, please provide link: www.teachlearn.org

D. Meeting Name:

Dates:

Start and End Times (if applicable):

City/State:

Hotel/Other:

Theme:

Description:

Post on AACC Web site: _____ Yes _____ No

If yes, please provide link:
E. Meeting Name:

Dates:

Start and End Times (if applicable):

City/State:

Hotel/Other:

Theme:

Description:

Post on AACC Web site:     Yes     No

If yes, please provide link:

F. Meeting Name:

Dates:

Start and End Times (if applicable):

City/State:

Hotel/Other:

Theme:

Description:

Post on AACC Web site:     Yes     No

If yes, please provide link:

If you have additional meetings, please list below.
Leadership Programs

AACC is interested in partnering with the Affiliated Councils on various leadership programs. Please list the title, date, and location of leadership programs your affiliated council will host between June 2013 - June 2014.

NCIA will host two workshops entitled “So you think you’d like to be a CAO”. NCIA conducted its pilot program of this workshop in February, 2012 at Harper College. The feedback was very positive. The board has voted to continue providing this unique experience of professional development and support for academic deans, and academic professionals, who aspire to become chief academic officers.

NCIA will inform AACC when dates and locations have been confirmed.

Publications

Please list any and all publications by your Affiliated Council.

NCIA will begin publishing our traditional Instructional Leadership Abstracts, which appear on the NCIA website, and on the University of Nebraska-Lincoln Love Library website beginning in October, 2013. At least four abstracts will be published between October 2013 and June of 2014.

Statement of Affiliated Council’s Purpose and Goals

Please include a statement of the overall purpose and goals of this Council/Organization. The guidelines for affiliation require that a Council’s bylaws support the purposes and objectives of AACC.

The National Council of Instructional Administrators (NCIA) is an affiliate council of the American Association of Community Colleges (AACC), dedicated to serving the needs of professionals involved in instructional administration in the community college. NCIA is committed to promoting professional development and enhancing the performance of instructional administrators and serving as the national voice for the involvement of community college instructional administrators in policy planning and decision-making.

Further the Council supports the principles of the American Association of Community Colleges, cooperating in the pursuit of its goals and objectives.

The Council is organized exclusively for charitable, religious, educational, scientific and literary purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Subject, in any event to the foregoing, the specific purposes of the council are to:

- To make recommendations to the Members and to the American Association of Community Colleges on matters related to instructional administration in two-year colleges
- To conduct studies and surveys of Member needs to assist in planning professional development and programming activities
Approved by AACC Board of Directors, April 20, 2013

- To analyze various techniques of program development and implementation in two-year colleges; serve as a clearinghouse for those techniques found to be particularly effective; compile and disseminate such information to the membership and other interested personnel through workshops, professional meetings and publications
- To provide for the collection and presentation of two-year college instructional administrative matters and/or concerns to appropriate professional
- To provide a positive force regionally and nationally, to heighten public understanding of the goals and objectives of the community college

Affiliated Council Program Activities for the Current Year
July 1, 2012 - June 30, 2013

Please tell us about pertinent Council/Organization Activities, including annual and regional meetings, seminars and workshops; information on new and on-going publications; and any other information that may be of interest to your colleagues and the AACC. This information will be photocopied and shared with all AACC Councils, and Board and Staff Contacts.

Each year, community colleges submit a variety of “Best Practices” that correspond to annual award categories. This year, the 24th for the Exemplary Initiatives Awards competition, NCIA solicited entries in five broad areas: Professional and Organizational Development; Curricular and Program Innovation; Student Success, Persistence, and Competition Initiatives; Teaching and Learning Strategies, and Innovations Meeting Community and Workforce Needs. A panel of community college practitioners from across the country evaluated the submissions and selected five institutions for recognition. NCIA congratulates the following institutions whose exemplary initiatives reflect innovative and effective approaches to fulfill the instructional mission of community colleges.

Curricular and Program Innovation Winner
Modular Reading Program
Carroll Community College

Honorable Mention
Adult Basic Education Innovation Grant
Amarillo Community College

Professional and Organizational Development Winner
Leadership Academy
Moraine Valley Community College

Honorable Mention
Teachership Academy
El Paso Community College

Student Access, Persistence, and Completion Initiatives Winner
Finish What You Start
Snead State Community College

Honorable Mention
Paralegal Program Alumni Mentoring Network
Teaching and Learning Strategies Winner
Buffalo Robe Project
Metropolitan Community College

Honorable Mention
English “Bucket” Course
Lower Columbia College

Innovations Meeting Community and Workforce Needs Winner
Partnership for Advanced Manufacturing
William Rainey Harper College

Honorable Mention
Advancing Health Care Education
Parkland College

These institutions were recognized at the awards luncheon of the International Conference on College Teaching and Learning on April 10, 2012, in Jacksonville, FL.

NCIA participated in the Nebraska Community College Association’s Building Academic Leaders Workshop held on March 28, 2013 at Kearney, Nebraska. This workshop was presented by the Nebraska Community College Chief Instructional Officers, approximately 70 registered guests were present. Dr. Brent Cejda was a morning keynote speaking on Transformational Leadership: Lessons from the Field. NCIA executive director, Katherine Wesley and regional representative Dennis Headrick presented a forum on Balancing Leadership with Managerial Tasks.

NCIA partnered with the Council on Undergraduate Research (CUR) in a National Science Foundation funded, three-year project entitled “Developing Undergraduate Research at Community Colleges: Tapping the Potential of All Students. This was the last year of the NSF grant. NCIA and CUR conducted one workshop on May 17 – 18, 2013.

NCIA presented a Workshop for Aspiring Chief Academic Officers, hosted by Harper College in Palatine, Illinois on February 3 & 4, 2013. The comments from participants at this workshop were very positive. Further information concerning the workshop has been provided above.

Affiliated Council Program Activities for Next Year
July 1, 2013 - June 30, 2014

Please tell us about pertinent future Council/Organization Activities, including annual and regional meetings, seminars and workshops; information on new and on-going publications; and any other information that may be of interest to your colleagues and the AACC. This information will be photocopied and shared with all AACC Councils, and Board and Staff Contacts.

Two CAO Workshops will be held – NCIA will inform AACC once dates and locations of have confirmed;

NCIA will participate as co-sponsor of International Conference on College Teaching & Learning in April of 2014
Approved by AACC Board of Directors, April 20, 2013

NCIA will continue its partnership with the Council on Undergraduate Research to offer workshops

Additional Supporting Materials

Please complete your report by also remitting electronically with your report:

- A copy of your audit report with the balance sheet for the period July 1, _____ - June 30, _____
- Your Affiliated Council’s constitution and by-laws, if there have been changes.
- Any and all other supporting materials that you wish to send (brochures, publications, etc.)

All materials are due to AACC by **August 15, 2013**.

Jennifer Tinch  
Affiliated Council Annual Report American Association of Community Colleges  
One Dupont Circle, NW  
Suite 410  
Washington, DC 20036