**NCDA COMMITTEE REPORT FORMAT**

In an MS Word document, include the following information:

**Counselor Educator Academy**

**9/1/2020**

**Leadership Information**

Co-Chairs 2019-present:

* Melinda Gibbons, Co-Chair

Department of Educational Psychology and Counseling

University of Tennessee, Knoxville

450 Claxton Complex

Knoxville, TN 37996

Mgibbon2@utk.edu

* David Ford, Co-Chair

Monmouth University

400 Cedar Ave

West Long Branch, NJ 07764

dford@monmouth.edu

**Committee Activities to Date**

* Served as liaison to CEA Cohort 2019
* Advertised CEA 2020
	+ Wrote advertisements
	+ Reviewed applications
	+ Selected applicants
	+ Confirmed participation with those selected
	+ Sent letters to those not selected
* Began planning CEA 2020 but cancelled due to pandemic
* Research and program evaluation
	+ Surveyed CEA alumni regarding the impact of the CEA on their teaching/students
	+ Summarized results
* CEA webpage
	+ Added to webpage – CEA alum list, CEA description, results of survey
* Presented at constituents meeting at NCDA virtual conference
* Submitted presentation proposal to Virtual Career Practitioner Institute

**Projected Plan/Work Completed through September 30**

* Right now, we are working on drafting a handbook for the CEA that will parallel that of the Leadership Academy. We hope to complete this by late fall

Save the document, titling it: (Committee Name) Annual Year Report 2019-20 and submit electronically as an attachment to dpenn@ncda.org with a copy to your board liaison by September 10, 2020.