

2021 Administrators' Institute Annual Advisory Board Meeting

September 2, 2021 | 2:00 pm CENTRAL | Virtual

MINUTES

Attendees: Tara Warden (Chair), Stephanie Kraft-Terry (incoming Chair), Laticia Wilson, Gregory Mason, Dana Zahorik, Karri Wakefield, Kevin Thomas, Stephanie Hands, Bill Watts, Jennifer Leach; EO: Melinda Anderson, Liaison - Jennifer Rush

Unable to attend: Kimberly Smith

Agenda

- **Welcome & Greetings** from Tara Warden (chair) & Stephanie Kraft-Terry (incoming chair)
 - **2022 Events**
 - 2022 Administrators' Institute in Albuquerque, NM February 11-13
 - 2022 Winter Seminar in Albuquerque, NM February 8-9
 - Held only if in-person, will not be held if we have to switch to virtual
 - 2021 Seminar Topics
 - How to Administer/Assess in COVID environment
 - *We are NOT post-COVID!*
 - How are you managing XYZ ... today
 - REI topic – would need experts
 - If you have topics for consideration, please reach out Jennifer Rush with your ideas by Sept. 13
 - Discussion
 - Plan is to be fully in-person
 - Use of the same app that we used in 2021
 - If we have to flip due to COVID fallout (including considerations of travel budgets etc.), we can flip to fully virtual if needed
 - We have one “under our belt” so that will help if we need to flip
 - If we do flip to virtual; we need to keep the consultation sessions in there
- **2023 Events and beyond**
 - We will no longer offer a Seminar starting in 2023
 - Due to lack of attendance, budget needs, ROI and the ability to offer sessions virtually via webinars, e-tutorials, ACD talks it was decided to not offer the Seminar starting in 2023 going forward.
 - This decision was made through the consultation with the Administrators' Institute, Assessment Institute Chairs (in-coming, out-going, current, and post out-going).
 - Change flow to of event to Monday-Wednesday morning
- **AI Goals**
 - Review the End of the Year document shared in the meeting invite
 - Any concerns, questions, comments please reach out to Stephanie Kraft-Terry and/or Tara Warden
- **Review of Administrators' Institute 2021**
 - Evaluation (see attachments) & assessment
 - Consultation time was very valued
 - The adjustment to group time was well received
 - Track A – missed the Action Plan time
 - Challenges, modality & what we learned
 - Added several sessions dealing with current needs (COVID, Administrator needs at the time, etc.)
 - Board feedback on AI content
 - Would like to explore offering both Action plan and discussion into both Track A and Track B
- **Advisory Board Roles**
 - Management Team – consists of Chairs (incoming/outgoing and current), EO Liaison, and Executive Director
 - Members – the role of the Advisory Board and its members is oversee the overall curriculum of the event
 - Recommendations for new members – for March – members and Chair please submit to Jennifer Rush

- **Thank you** to our Advisory Board Members & Acknowledgement of New Members
 - **Current**
 - Kimberly Smith, Virginia Tech (2020-2022)
 - Alicia Muhammad, Appalachian State University (2020-2022)
 - Dana Zahorik, Fox Valley Technical College (2020-2022)
 - Gregory Mason, Penn State University - University Park (2020-2022)
 - Tara Warden, **Chair**, University of Cincinnati (2019-2021) (2022 as outgoing Chair)
 - **Outgoing**
 - Stephanie Hands, The University of New Mexico (2015-2020, 2019-2021)
 - Bill Watts, University of Nebraska-Lincoln (2019-2021)
 - Jennifer Leach, Southwestern University (2019-2021)
 - Katheryne (Kathy) Collins, Florida International University (2019-2021)
 - **Incoming:**
 - Kevin Thomas, University of Central Arkansas (2021-2023)
 - Kerri Wakefield, University of Michigan (2021-2023)
 - Leticia Wilson, Delmar College (2021-2023)
 - Stephanie Kraft-Terry, **Incoming Chair**, University of Hawaii at Manoa (2021-2023)