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**
  - 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)