

Assessment Institute Advisory Board
October 6, 2016
Minutes of the Assessment Institute Advisory Board Annual Meeting

In Attendance: Tomarra Adams, Jennifer Hodges, Tanya Scott, Ahmad Sims, Dan Chandler, Kathy Zarges, Karen Boston; EO: Jennifer Rush

Recognition of outgoing and incoming members:

- Outgoing: Rich Robbins
- Incoming: Meredith Dean, Assessment Comm. Chair, Jennifer Hodges, Tanya Scott, Kathy Zarges (extending)

Review of End of the Year Report: (Report format is difficult to understand by new members)

- Partnership with the Assessment Commission, Research Center, and Administrators' Institute Advisory Board
 - Established good working partnership with the commission and have worked together in marketing the institute, working with commission to locate potential faculty
 - Collaborate with the Research Center on presentations presented during the event
 - Working with the Administrators' Institute Advisory Board to evaluate effectiveness of switching the event timeline putting Assessment Institute before Administrators' Institute
- Revision of the core curriculum & refine evaluation tools
 - Full revision was completed in 2016
 - Currently working with faculty to develop new post event evaluations

Evaluation of change in scheduling of AI and AS – now AS then AI

- Assessment applied to Administrators, helped to have it first so they could take knowledge learned into Administrators
- Also helped with the "Brain Drain" of those attending all three
 - In 2015 did not put on main evaluation due to such a low number of effected
 - Should ask the faculty, need to involve AI faculty in evaluation
- Need to reach out to repeat attendees between 2016 and 2017 to determine effectiveness of new curriculum
- Were they able to apply what was learned in the next event (multi-event attendees)
- Needs to be qualitative tool
- Incorporate if they are new or returning – different set of questions

New Curriculum for 2017

- Plenaries are more global
- Concurrent sessions will be a partnership between faculty
 - Changed name from Special Topics to blend with other institutes.
- Work Groups restructured to be more fluid
- Faculty will be creating a pre-event video to introduce expectations, how to use the work groups to their advantage, review of pillar documents and other resources, stressing the fluidity of the event
 - How to incorporate teams attending

Discussion of 2016 evaluations

- Too many words on the PowerPoints
 - ADA – minimum font size

2016-2017 goals

- Due to Administrative Division in November 2016
- Please provide feedback on goals to incorporate by October 21st.
- Goals:
 - Collaboration with the Research Center
 - Zoom participant follow up for 2018 event
 - Transition into the Chair position

Update of Internship form/process

- Developed new web page so it is available to full membership, web page houses all three institute applications
- Streamlined criteria between the three institutes
- Blog – Interns document experience of the process and linking back to the interest page

Advisory Board Chair

- Call out for Advisory Board Chair to take over in 2017
- Kathy Zarges was nominated, nomination accepted and voted in by those in attendance