

ASSESSMENT INSTITUTE ADVISORY BOARD
2017 Annual Meeting Agenda
Wednesday, August 9, 2017; 3:00pm – 4:00pm EST; Virtual

Attendees: Tomarra Adams, Kathy Zarges, Daniel Chandler, Ahmad Sims, Jennifer Hodges, Ingrid Anderson; EO: Jennifer Rush

Unable to attend: Tanya Scott, Neil Volker, Toby Spiegel, Theresa Bevilacqua, Chloe Russell, Annie Welch, Sarah Grandstaff, Jennifer Englebach

1. Call to order and roll call

2. Recognition of outgoing members and welcome to new members of Advisory Board.

- *Outgoing Members*
 - Toby Spiegel, Daniel Chandler, Ahmad Sims, Annie Welch
- *New or Continuing Members*
 - Theresa Bevilacqua, Neil Volker, Ingrid Anderson, Jennifer Englebach, Chloe Russell, Sarah Grandstaff

3. Progress report on Advisory Board's work - Review of Annual Report sent to Council in August.

- Review of the 2017 End of Year Report
 - Collaborations
 - Wendy Troxel was able to attend the Assessment Institute to promote research and expand on the distinction between assessment and research.
 - Communication with the Assessment was more consistent in 2016. There is a need to reconnect with the current chair of the Assessment Commission to better articulate shared goals for 2017-18.
 - Changing of schedule – swapping with Administrators' Institute putting Assessment first in timeline
 - Verbal comments indicated that the switch was good and participants were less overwhelmed at the end of the three events
 - No written evaluation was done due to small amount of persons who attended both Assessment Institute and Administrators' Institute
 - Open office hours
 - As a follow-up to the Assessment Institute, AS faculty volunteered to host open office hours. The outreach was not structured (based on topics), but allowed for general questions and concerns to be exchanged.
 - Two to three institutes participated with many questions; one group is continuing direct contact with faculty on progress
 - Two more Open Office Hour events scheduled: September and December
 - Working on materials to make the transition for new chair easier. Many of the materials already exist, but working through a timeline on the transition to allow for increased continuity in the work of the advisory board.

4. Discussion Items

- **Assessment Institute**
 - AS 2017 Evaluation Review
 - Is there value in having two tracks? One that goes through all eight topics and one as self-paced? Suggestions from Advisor Board members included:
 - Having a more in-depth orientation of the assessment model on Day 1. Offer one/two work group session(s) to give an overview of Assessment, cycle, model etc.
 - New participants need the basics of assessment, types of assessment, what assessment is, etc.
 - Feedback showed that participants were not sure if they should go to each work group session or stay with one work group for multiple sessions. Better articulate this in the initial plenary and preliminary communication to participants.
 - Provide modules/abstract on each work group session and on what participants can expect to experience in each of the sessions.
 - Do the work group session need two faculty? One faculty member to run with those who have been there and another to work with those who have just come into the work group?

- Disclaimer that this is not to develop your Action Plan, that will come in other sessions
 - Can we do a skills survey in advance?
 - Due to timing and lack of responses this has proven to be ineffective in the past
 - Faculty did request participants to send materials on where they are with the assessment process prior to the event to help them “place” where they should actually be. However, again, responses were minimal
 - Can placement be done in real-time? At registration? Help predict where participants are and where they are going to start (level)
 - Organize the Plenary to illustrate “How to know where to go”
 - Split Plenary? Those who know where to go, go; those who don’t know/understand a couple faculty work with them
 - Does the preliminary video on the Institute need to be adjusted to explain the levels in more detail?
 - Have it running at registration or 30 minutes before 1st plenary
 - Impressed with how happy the participants were with overall Institute
 - People felt they were where they needed to be
 - The flexibility was relevant to participants and helped participants feel more comfortable
 - Less redundancy for returners
 - Faculty did not get a chance to connect as deeply with participants as they had in the past due to flow between workgroups
 - Electronic v. Paper Evaluations
 - Due to technology issues, the EO will be dropping the Poll Everywhere contract
 - Currently searching out other electronic options for post-session evaluations
 - Will continue with standard post-event evaluation as before
 - Internship Marketing and Evaluation Follow-up
 - Need to develop more of a partnership with faculty mentor in advance of the event while session preparation is underway
 - Need people to apply to be faculty, looking for a broader poll
 - **Call to Advisory Board to see if there is interest in becoming an intern**
 - Assessment does have a limited pool of potential faculty due to the need for interns to have gone through the assessment process and have knowledge of all levels of assessment
 - Emerging leaders – should be target them?
 - Institute chairs are looking at potential session at Annual Conference on how/why to become an intern/faculty
 - AAT article? Past interns to write article jointly
 - Need to consider who/how to target specific audiences
 - Need to be cautious about a general ask as this Institute requires a specific skill set and we don’t want to have to deny several since they don’t have the skills needed
 - Can region presenters be mined?
 - AS Faculty for 2018
 - Faculty have been selected and contracts have been returned – two interns from 2017 will be rolling into faculty roles
 - First faculty meeting will be held during the Annual Conference
- **Roles & Expectations of the AS Advisory Board v. AS Faculty**
 - Role of the Board is to bring forward issues/evaluations of the Institute as a whole and how it is delivered; what worked and did not work etc.
 - Faculty will look at feedback of the board and curriculum to hone the event
 - Provide faculty meeting minutes to the Advisory Board to help with understanding the context of changes and/or recommendations.
- **AS Goals for 2017-18 (to be reported to Council in November)**
 - Continue to look at finding Interns, the marketing to Interns, etc.
 - Communicate the growth of leadership within the Advisory Board
 - Call for new/continuing items to work on in the 2017-2018
 - Will pose question to listserv for discussion through mid-October
 - If you have thoughts please reach out to the listserv or Tomarra (out-going Chair) and Kathy (in-coming Chair) directly

5. Additional items from Advisory Board members

6. Transition to Incoming Chair, Kathy Zarges

- Kathy has been involved with Institute faculty for nearly 10 years, has worked in other NACADA leadership roles as well
- While Tomarra will continue to work through the 2018 Institute, Kathy will shadow in 2018 and take over planning of the event in March of 2018

7. Adjournment