

**Assessment Institute Advisory Board
Annual Meeting
September 10, 2018 – Virtual
Minutes**

Attendees: Kathy Zarges - Chair, Tomarra Adams, Jennifer Hodges, Brian Buckwald, Bernadette McHugh, Theresa Bevilacqua, Ingrid Anderson, Isaiah Vance; EO: Jennifer Rush - Liaison

Unable to attend: Tanya Scott, Jennifer Englebach, Neil Volker, Chloe Russell, Sarah Grandstaff, Ahmad Sims

Agenda

- Call to order
- Recognition of outgoing members and incoming members
 - Outgoing: Tomarra Adams, Jennifer Hodges, Tanya Scott
 - Incoming: Ahmad Sims, Isaiah Vance, Bernadette McHugh, Brian Buckwald
- February 2018 Assessment Institute Recap
 - Curriculum
 - 2017 showed the revamp of the curriculum
 - 2018 used to tweak/adjust based on feedback from Advisory Board, faculty and evaluations
 - Reviewed the content of the Plenary session for duplications etc.
 - Adjusted the offerings of the Work Groups
 - Based on attendance of sessions in 2017 (flow of needs)
 - Allowed for “floating faculty” to assist with work groups with large numbers or groups working on their own
 - Added complete overview of the Assessment process – all steps “big picture”
 - Review 2018 Post-Event Evaluations
 - Feedback was very positive on site and in the evaluations
 - Participants seemed to really like the setup of the curriculum
 - The changes made in 2018 helped with the flow of the event
 - Noted a request for more examples
 - Include some examples in the book or to hand out at sessions
 - Large amount of new attendees in 2018 – typical cycle of returners vs new
 - The peer to peer networking/sharing aspect would be a good marketing point
 - Is there any way to reach out in advance to find out where people are in the cycle etc.
 - Due to logistics of when registrations come in there has never been enough time to reach out and when we tried in the past we would get no more than 10% of participants to return the request
 - Use of Real-time Post-Session evaluations
 - Added Google forms feedback opportunities for immediate feedback on sessions
 - Reflective of Post-Event evaluations
 - Making it easier to access the survey sites in 2019 via direct link instead of just URL/QR code
- Updates/Changes for Assessment Institute 2019
 - Work Group Sessions
 - Will review 2018 session numbers to ensure we are offering work groups as predictively needed
 - Enhance the role of the “floating faculty”
 - Adjusting the work group sessions to be consistent
 - Core competencies
 - Faculty will be responsible with pairing CC with their sessions in 2019
 - Maki graphic and posters
 - Developed new graphic to match NACADA standards – vetted by Rich Robbins and Susan Campbell

- Will be developing large posters to have at each work group to reflect “where” the session is in the cycle
 - Faculty connections
 - Faculty will be asked to be intentional in their connections/point of contacts with participants
 - Meals, reception, work group time, etc.
 - Post Assessment Institute Connections – Open Office Hours
 - 2017 faculty held Open Office Hours allowing 2017 participants to log in and discuss progress
 - 2018 was not done
 - 2019 determine if it was missed, should it be re-considered
 - Comments:
 - Should we ask about who participants are seeing accreditation through
 - Is it relevant to have in Plenary 1
 - Post Institute Connections
 - Ingrid attended in 2017 and found them useful, but they were not many participating
 - Maybe have faculty simply email the group periodically to remind them they can reach out via email to the group/faculty with questions – just as a reminder
 - Example repository would be helpful (?)
 - Clearinghouse has an Assessment topic
 - Potential topics:
 - Comparative Analysis
 - Publishing – how to
 - CAS Standards
 - Accreditation
- Review of 2018 Annual Report
 - Reviewed in above points
- Goals for 2018-2019
 - Continuing goals from 2017-2018
 - Good progress has been made in pairing the Core Competencies and sessions. Has been accomplished, just need to be maintained/updated
 - New goals for 2018-2019
 - Specific measureable outcome of collaboration with Institutes and Assessment Communities
 - Faculty connections during the Institute
 - Determine needs in advance – beginner, intermediate, advanced
 - Ask sub-group this year for next year
 - On site or at Open Office Hours post event
 - Please email Kathy Zarges with thoughts/comments before November 1 for consideration for the 2019 goals
- Presentation at the Annual meeting
 - Passing the Torch
 - Outgoing Institute Advisory Board Chairs
 - Illustrating how to get involved in the Advisory Boards and as Faculty Interns
- Collaboration with Assessment of Advising Community and other NACADA committees and communities
 - Information exchange with the Assessment Advising Community via the listserv
 - See points above
- Call for Advisory Board Chair
 - Reach out to Kathy Zarges if there is an interest