Minutes

• Call to order
• Recognition of outgoing members and incoming members
  o Outgoing:
    ▪ Theresa Bevilacqua, George Mason University
    ▪ Neil Volker, Metropolitan Community College
    ▪ Ingrid Anderson, Washington University in St. Louis
    ▪ Jennifer Engelbach, Allegany College of Maryland
    ▪ Chloe Russell, University of North Carolina Chapel Hill
    ▪ Sarah Grandstaff, Central Michigan University
  o Incoming (2019-2021):
    ▪ Beth Higgins, University of Southern Maine
    ▪ Dan Chandler, Brigham Young University
    ▪ Susannah Lawrence, NC State University
    ▪ Lucia Maldonado, Texas A&M International University
    ▪ Heather Doyle, Dalhousie University
    ▪ Gregory Square, Eastfield College
• Board Chair Extension
  o Unable to fill the position for the 2019-2021 term
  o Kathy has extended her term for one year, to end in 2020
  o Seeking candidates for 2020-2022
    ▪ Part of the Advisory Board
    ▪ Ideally Institute faculty – strongly preferred but not required
    ▪ If interested contact Kathy or Jennifer
• February 2019 Assessment Institute Recap
  o Curriculum
    ▪ Year 3 of new format
    ▪ Added an overview work group that encompasses the full cycle – a brief explanation of each area
  o Structural changes
    ▪ Open work time
      • Very positive feedback
    ▪ Use of a floater/roamer
      • Faculty not in a session used to assist people working outside of the work room; used if Work Group rooms were large
    ▪ Focus on making connections with attendees
      • Focused/Targeted attempt to make connections between faculty/participants
• Comments:
  • Participants really felt welcome by the faculty reaching out
  • Allowing people to go through and come back and encouraging them to use the faculty was a positive change
- People progressed through the system and the early levels attendance fell off
  - Recommendation: If there are faculty without attendees can they be folded into the other groups to ensure coverage
- Review 2019 Post-Event Evaluations
  - Comments:
    - People seemed to be internalizing more what they are learning because they could progress naturally through the cycle, deeper conversations took place
    - Can there be a responsive faculty member/group for consultation type time
    - Track/pathway for those completely new to the process at their institution
    - Plenary sessions: seemed that they should be shortened in time
    - Frustration with new people coming in later sessions when the group had moved forward
- Use of Real-time Post-Session evaluations
  - Have moved to a one-click system; increased in evaluations received
  - About a 25% response rate per session
- Open Faculty Office Hours
  - Hosted one earlier in the year; general Q&A session; 12-15 participated
  - 2nd scheduled for September 30th – focus on Professional Development
  - 3rd planned for November; used to promote 2020 event
- Assessment Institute 2020:
  - Faculty Interns
    - We will have two interns for 2020
    - Work alongside of “seasoned” faculty in work group and presentations
    - Allows for rotation of faculty who have done the event several years and brings in new faculty with their ideas, experience etc.
    - Building a pool of faculty to help us provide faculty that represents the diversity of our membership
  - Work Group Sessions
    - Continue to offer same as in 2019
    - Will look at flow for adjustments
  - Faculty connections
    - Continue to push/emphasize this for 2020
  - Concurrent topics
    - Will be taking a closer look at the topics with the faculty to see if new ones can be brought in or current ones tweaked
    - Professional development, surveys – beyond satisfaction survey, social justice, NACADA core competencies, accreditation
  - Comments:
    - Implementation once on campus, sharing what others are doing
    - Examples for survey session
    - How to bring it all together
- Presentation at the Annual meeting
  - Passing the Torch
    - Outgoing/Current Institute Advisory Board Chairs
    - Information on how to become involved in the Institutes, attend, Advisory Board, Intern/Faculty
- Review of 2019 Annual Report
- Goals for 2019-2020
  - Continuing goals from 2018-2019
  - New goals for 2019-2020
• Comments:
  ▪ Sustain energy of participants after the Institute: dedicated space where participants can share freely – pathways to network (Facebook page, Linked-In)
  ▪ Future – support to the Sustainable Leadership Committee to help with assessing trainings etc.

Please send comments, questions, or concerns to either Kathy or Jennifer