

Assessment Institute Advisory Board
Annual Meeting MINUTES
September 24, 2019
10:30 am Central - Virtually via Zoom

Attendees: Kathy Zarges, Chair, Ingrid Anderson, Theresa Bevilacqua, Brian Buckwald, Dan Chandler, Heather Doyle, Lucia Maldonado, Ahmad Sims, Gregory Square, Isaiah Vance, Beth Higgins, Bernadette McHugh, Neil Volker; EO Liaison: Jennifer Rush

Unable to attend: Sarah Grandstaff, Susannah Lawrence, Chloe Russell, Jennifer Engelbach

Minutes

- Call to order
- Recognition of outgoing members and incoming members
 - 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
 - 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
 - Unable to fill the position for the 2019-2021 term
 - Kathy has extended her term for one year, to end in 2020
 - 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
 - Curriculum
 - Year 3 of new format
 - Added an overview work group that encompasses the full cycle – a brief explanation of each area
 - 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