Minutes:

- Call to order
- Recognition of Outgoing members and incoming members
  - Thank you to our outgoing members:
    - Kathy Zarges, Chair, Kent State University (2017-2019, 2019-2020)
    - Ahmad Sims, Tennessee State University (2018-2020)
    - Isaiah Vance, Texas A&M University-Central Texas (2018-2020)
    - Bernadette McHugh, Columbia University (2018-2020)
    - Brian Buckwald, Hunter College, CUNY (2018-2020)
  - Welcome to our incoming/renewing members:
    - Dan Chandler, Chair - incoming, Brigham Young University (2019-2021)
    - Angela Bowlus, Metropolitan State University (2020-2022)
    - Brooke Sumner, Fox Valley Technical College (2020-2022)
    - Emilly Borthwick-Wong, University of Reno Nevada (2020-2022)
    - Dana Parcher, University of Colorado Boulder (2020-2022)
    - Monique Earl-Lewis, Morehouse College (2020-2022)
    - Mary Carmel Etienne, Hofstra University (2020-2022)
    - Katie Henry, John Hopkins University (2020-2022)
  - Welcome new chair! Dan Chandler!
- Review of the role of the Advisory Board
  - Review of the past event, event evaluations, curriculum, etc.
  - Set goals for next year and review goals from past year
- February 2020 Assessment Institute Recap
  - Changes in 2020 event based on feedback from Advisory Board
    - Focus on Action Planning
      - Intentional structure put into place to ensure work with Action Plan
    - Curriculum tweaks for plenary
      - New PPT’s, new presenters
    - Structural changes
      - Open office hours
        - Option to attend “Open Office Hours” session – open access to faculty for general questions etc.
      - Action plan session
      - Work group offerings
        - Provided multiple rooms for highly desired sessions to allow more to attend
    - New concurrent sessions
      - Socially Just Assessment
      - Accreditation
      - Redeveloped session on Survey
  - Review of 2020 post-event evaluations
    - Socially Just session will be important moving forward
    - Accreditation – had low attendance, still valuable perhaps reformat to prepare advisors to act as “writers”
    - Very engaging experience; flowed well with Administrators’ Institute
    - Very well-organized event
    - Appreciated the fluidity of the work groups; found Open Office Hour sessions very helpful; like the Plenary but found the work groups more impactful
    - Ability to self-pick sessions was helpful as well as the Open Office Hours
    - Perhaps have people attend a session prior to event to allow faculty to get to know attendees
Best institutes because they are so focused on specific topic and appreciates the structure of the event
Some not-positive comments seem to come from those who did not attend as a group; is there a way to help them make connections and work together
Would like to have a way to connect with similar institutions – some type of indicator to show the institute type to help connect
Session on “Train the Trainer” – to help participant to go back and teach their own team
Did see differences in the Plenary session from past 2 years but still repetitive
  o Change session from one year to another; or create two sessions one for new one for returning
Plenary sessions were a bit too basic, those with experience felt it was not as relevant
Could there be some intro sessions provided before the event to allow people to better understand the flow/process etc.
Found the Action Planning helpful and a welcome addition

Assessment Pocket Guide
  Partnership with the Assessment Community
  First edition is an overview of the process and cycle and Student Learning Outcomes
  Second edition is in the planning process
  Looking into ways to incorporate the Pocket Guide into the Institute

Assessment Institute plans 2021
  Currently monitoring the situation with COVID-19; keeping considerations for health and safety of our members.
  Have been meeting with past Chairs, faculty and EO to look at what 2021 will look like
  No official decision has been made on how the event will be hold in 2021 to date
  Discussion:
    ▪ Feels like it will have to go virtual as they do not see being able to travel etc.
    ▪ There are platforms out there that allows for engagement virtually
    ▪ We will have to go paperless regardless of physical or virtual due to COVID-19
    ▪ Time Zones - if physical it will be held as per the area held in; virtual – time zones in the USA are being considered for start/end times which might result in more days
    ▪ It is very important that people know they need to be engaged throughout the event
    ▪ Would having and maintaining a virtual institute yearly be a consideration?
    ▪ Cost point if it goes virtual – make as affordable as possible as funds are very limited
    ▪ Opportunity for a session – how to assess during COVID-19

Passing the Torch presentation- annual conference plus other audiences
Review goals 2019-2020
Goals for 2020-2021
  ▪ Brainstorm ideas, may need to pause on solidifying ideas
  ▪ Will reach out to group once the process has been solidified for 2021-2022