

**Assessment Institute Advisory Board
Annual Meeting
September 15, 2020 via Zoom**

Attendees: Kathy Zarges, Ahmad Sims, Lucy Maldonado, Dan Chandler, Brian Buckwald, Brooke Sumner, Angela Bowlus, Emily Borthwick-Wong, Isaiah Vance, Mary Carmel Etienne, Katie Henry, Dana Parcher, Gregory Square, Monique Earl-Lewis, Beth Higgins, Emily Borthwick-Wong, Jennifer Rush (Liaison)

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)
 - Emily 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
 - 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