Assessment Institute: Advisory Board

Attendees: Isaiah Vance (Chair), Eushekia Hewitt, Jordan Berken, Paul Higgerson, Angela Bowlus, Benjamin Norris, Kelly Carmack, Mary Carmel Etienne, Monique Earl-Lewis, Dayra Fallad-Mendoza; Jennifer Rush (EO Liaison)

Minutes: Wednesday, September 21st, 2:00 – 3:00pm (Central) - Virtual

Members

- Isaiah Vance, Chair, The Texas A&M University System (2021-2023)
- Beth Higgins, Outgoing Chair, University of Southern Maine (2019-2022)
- Jordan Berken, University of Wisconsin (2022-2024)
- Angela Bowlus, Metropolitan State University (2020-2022)
- Emily Borthwick-Wong, University of Reno Nevada (2020-2022)
- Kelly Carmack, Ohio State University (2021-2023)
- Mary Carmel Etienne, Hofstra University (2020-2022)
- Dayra Fallad Mendoza, University of New Mexico (2022-2024)
- Katie Henry, John Hopkins University (2020-2022)
- Mindy Heggen, Iowa State University (2022-2024)
- Eushekia Hewitt, Eastern Virginia Medical School (2021-2023)
- Paul Higgerson, University of Florida (2021-2023)
- Benjamin Norris, Frostburg State University, 2022-2024)
- Jennifer Rush, Executive Office Liaison

I. Call to Order (I. Vance)

II. End of Year Report (I. Vance) – see email attachment: AI-EoYReportForm-AD

- Review of report

- Discussion
  - Institute is a great place to create, develop and foster connections
    - Would this be a marketing point?
  - Those at the Institute are like-minded which creates sharing and relationships
  - The small group dynamics were very helpful
  - Ability to reach out to faculty throughout and even after event hours is important
  - Tend to gravitate to others who are at the same “spot” in the cycle
  - The Virtual event in 2021 did not allow for the same connections and slowed the discovery of where they were in the cycle

Institute Structure:

- Does the curriculum work for individuals to self-determine their level?
- Can we create a way to connect with past/returning participants to see what has been accomplished from year to year
- Do we need Intro sessions in the work groups
  - Should we be more deliberate in defining first session will introduce, next session more advance
    - Concerned about pigeonholing someone
III. Recognition of Outgoing & Incoming Members (I. Vance)
   A. Outgoing
      • Dana Parcher (University of Colorado Boulder)
      • Beth Higgins (University of Southern Maine)
      • Katie Henry (John Hopkins University)
      • Emily Borthwick-Wong (University of Reno Nevada)
      • Mary Carmel Etienne (Hofstra University)
      • Angela Bowlus (Metropolitan State University)
   B. Incoming
      • Jordan Berken (University of Wisconsin)
      • Dayra Fallad Mendoza (University of New Mexico)
      • Mindy Heggen (Iowa State University)
      • Benjamin Norris (Frostburg State University)
   C. Call for New Advisory Board Members for 2023-25
      • Nomination solicitation beginning March 2023
         o Send names to Isaiah or Jennifer if you can think of someone who can enhance our Advisory Board

IV. 2023 Assessment Institute Recap (I. Vance)
   A. Event Evaluations - see email attachment: AI-OverallAdvBrd
      • Be prepared to discuss noteworthy aspects

Discussion
   • Will be including a $50 NACADA Cash drawing to encourage more participation
   • Having the rating system and the evaluation on the app was confusing

B. Considerations
   • What should be retained/changed from the ’22 Institute?
   • Other opportunities for improvement?

C. Structural Planning
   • Plenaries
   • Concurrent sessions
   • Workgroups

Discussion
   • Built in a ½ hour discussion time into each Plenary
   • Added a Research session to replace the COVID-19 era session
   • Socially Just session will be repeated again this year – well received
   • Session suggestions:
      o Executive Summary – how to prepare it, how to present it
         • What is needed to make the case
      o Improvement Science – how do you make the change after you’ve collected all the data, analyzed the data, made the case – then what
      o Work Groups – build in time to work; pair those within the work groups with others at same level to engage feedback from each other
         • For the focused/Action Plan Work Groups, have a faculty rating scale on their knowledge level in each cycle to help them decide who to sign up for
         • Some form of self-assessment to help guide people to the right work group prior to the first work group
V. Beginning of the Year Report (I. Vance)
   A. Potential Goals
      • Will be addressed via email due to time restraint

VI. Assessment-Related NACADA Resources in Development
   • Assessment 101 Webinar – a basic review of Assessment and promotion of the Institute and Pocket Guide
   • 2nd assessment Pocket Guide has been released
   • NACADA Content Library will have Assessment ties

VII. Adjourn

General Discussion: