Administrative Division Meeting Agenda  
February 5, 2020

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Present
Teri Farr (University of Illinois at Urbana-Champaign) Division Representative-elected (2018-2020)
Carol Pollard (University of North Texas) Division Representative-appointed (2019-2021)
Leigh Cunningham, Division Executive Office Liaison
Wiona Porath (Johns Hopkins University) Chair, Finance Committee (2018-2020)
Locksley Knibbs (Florida Gulf Coast University) Chair, Inclusion & Engagement Committee (2019-2021)
Deb Dotterer (Michigan State University) Chair, Professional Development Committee (2018-2020)
Drew Puroway (University of St Thomas) Chair, Research Committee (2018-2020)
Amy Korthank (University of Iowa) Chair, Emerging Leaders Program Advisory Board (2018-2020)
Lisa Rubin (Kansas State University) Chair, NCAA Advisory Board (2018-2020)
Cynthia Pascal (Northern Virginia Community College) Chair, Summer Institute Advisory Board (2019-2021)
Michelle Duncan (James Madison University) Chair, Webinar Advisory Board (2019-2021)
Alan Klug, Executive Office Liaison, Finance Committee
Dawn Krause, Executive Office Liaison, Global Awards Committee
Bev Martin, Executive Office Liaison, Membership Recruitment & Retention Committee
Farrah Turner, Executive Office Liaison, Annual Conference Advisory Board
Rhonda Baker, Executive Office Liaison, Global Initiatives Committee, International Conference AB
Elisa Shaffer, Executive Office Liaison, NCAA Advisory Board, Webinar Advisory Board
Ashley Thomas, Executive Office Liaison, Publications Advisory Board

Absent
Brandan Lowden (Pikes Peak Community College) Chair, Global Awards Committee, (2019-2021)
Mehvash Ali (American University of Sharjah) Chair, Global Initiatives Committee (2018-2020)
Jesse Poole (Nevada State College) Chair, Membership Recruitment & Retention Committee (2018-2020)
Heather Doyle (Dalhousie University) Chair, Sustainable Leadership Committee (2019-2021)
Nicole Gaillard (Auburn University) Chair, Annual Conference Advisory Board (2018-2020)
Kathy Zarges (Kent State University) Chair, Assessment Institute Advisory Board (2017-2020)
Jayne Drake (Temple University-Emerita) Chair, AACSS Advisory Board (2019-2021)
Tara Warden (University of Cincinnati) Chair, Administrators Institute Advisory Board (2019-2021)
Karen Sullivan-Vance (University of Tennessee-Knoxville) Chair, International Conference Advisory Board (2017-2020)
Julie Givans Voller (Phoenix College) Chair, Publications Advisory Board (2018-2020)
Jennifer Rush, Executive Office Liaison, Sustainable Leadership Committee, AS-AB, AI-AB, SI-AB
Cathy Swartz, Executive Office Liaison, AACSS Advisory Board

Discussion Items

- Teri welcomed the group
- Carol shared the “Get Involved” sentence that has been added to the division webpage (small group with Carol, Amy, Wiona)
  - Next Step ACTION ITEM – Chairs are asked to review the “How to Get Involved” block on their unit webpage to see what updates/additions are needed so that members who come to the webpage can learn what experience/qualifications are needed to be a part of the group. DEADLINE: please have drafts to Carol and Teri by March 20.
  - The EO Tech team is looking for a mechanism for gathering interest information from potential members. Leigh will report more information as it becomes available.
• New appointments DEI process – Per request from the December 9 meeting, a form that has been used in the past by Advisory Boards has been tweaked for use by all units. It was shared and discussed and will be sent out post-meeting.
  o **ACTION ITEM**: Deadline for Committees to have turned in is April 1. Deadline for Advisory Boards is also tentatively set for April 1, but that may be moved up if the President-Elect asks for them sooner.
  o **PLEASE NOTE**: For Advisory Boards who will have to give recommendations for a new Chair appointment for 2020-2022 – that name should be ready to send to the President-Elect by March 1.
• Handbook/timeline review process – First round of edits have been completed and approved by Carol and Teri.
  o **ACTION ITEM**: Wiona, Michelle, and Drew will review and see if they have any suggestions for further changes/additions (First draft deadline: March 31. Anticipated project completion: May 1).
• Brainstorming for Annual Conference Meeting – Suggestions are:
  o Breakout sessions for new, continuing, outgoing – discuss the differences in role/expectations
  o Timeline review
  o How to find needed resources (website) (Farrah confirmed we will have internet access)
  o Some mechanism to promote unit collaboration (**ACTION ITEM**: Carol will follow up with Cynthia re “theme” idea)
  o Time with EO Liaison (maybe about 15 minutes?)
  o The group would like opportunities to move around
  o **ACTION ITEM**: Please send any additional ideas to Teri and Carol
• **ACTION ITEM**: Elections/Voting reminder – please don’t forget to vote!
• **ACTION ITEM**: Please get registered for Annual Conference as soon as possible. Hotel information will be available in early March.
• Unit updates
  o Finance Committee has been working on infographic and is almost ready to release it.
  o PDC will have Gap Analysis report to Carol and Teri by March 1.
  o Web Event season is going well. Next webinar coming up next week.