

**Summer Institute Advisory Board  
Annual Meeting Minutes  
Sept. 16, 2016, 11:00 a.m.-12:00 p.m., via Zoom**

**Attendees:** Kathy Stockwell (Chair), Jo Anne Huber (outgoing Chair), Cynthia Pascal, Jermain Pipkins, Lisa Reifenrath, Ben Yau, Lisa Freeman, Mark Vegter, Jason Kelly; EO: Charlie Nutt, Jennifer Rush, Dayna Kuhlman

**Unable to Attend:** Jolene Stegath, Jennifer Engelbach, Nathan Vickers, Leah Jackson, Paul Jackson, Elizabeth Jones, Susan Poch

- **Welcome**
- **Introductions/recognition of new members, thank you to outgoing members**
  - Incoming: Jason Kelly, Elizabeth Jones, Susan Poch, Jennifer Engelbach, Jolene Stegath
  - Outgoing: Leah Jackson, Paul Jackson, Cynthia Pascal, Jermain Pipkins, Lisa Reifenrath, Ben Yau
- **Advisory Board Role**
  - Provide feedback concerning the institutes based on survey results and other event stats or personal experience
  - The Virtual meeting allowed for more attendees at the Annual Meeting than in person
- **Review of 2016 events**
  - Locations & Number of participants
    - Reno, NV 116
      - Difficult for people to get to
      - Cost of flights went up drastically between contract signing and event
    - Norfolk, VA 127
  - Interns
    - Reno Brett McFarlane
    - Norfolk Cynthia Pascal, Nancy Roadruck
      - Cynthia – invaluable experience, could not imagine being faculty without the internship program
    - Need some suggestions for faculty potentials from small private schools – please let Kathy or Jennifer know
  - Schedule changes
    - All breakfasts started at same time to eliminate confusion. However, breakfast did not always end at the same time, meaning sessions started at different times, creating confusion anyway; this will be fixed for 2017
    - Foundation sessions adjusted
    - Moved consultations to Wednesday morning with a work time session to work on Action plans in the afternoon
      - Received very well by participants; allowed some consultations beyond the scheduled consultation time
    - All Work Groups really used the time and wanted more
    - Work Groups - would like to only spend 5-10 minutes to “review” foundation sessions, rest of time to work on Action plans
    - Dropped the Tuesday after hours event; changed to networking directly after the last session; incorporated NACADA Bingo in Norfolk which helped with the networking (which didn’t take place as much in Reno)
  - Curriculum changes
    - Dropped student panel – issues getting students
    - Dropped Developing Mission Statement – rolled into another topical
    - Dropped Technology – not pertinent to those participating
    - Dropped Assessment Workshop – since we have the foundation session

- Added – Developing and Assessing SLOs
  - Added – Building Syllabus (incorporating Mission Statement)
  - Added – Making Decisions with Data
  - Extra Session – Core Values
- Incorporated new group for returning participants. If coming back with team, they could work in the group throughout the event and could skip presentations if desired.
  - Reno, had no returners
  - Norfolk – opened up to individuals and teams; 7 were eligible for the group
    - Interaction within the group was outstanding, worked in the room and with each other; the flexibility in attending sessions was key
      - Need to reach out earlier so they can make plan on who would attend
- **Summary/discussion of evaluations**
  - Would have liked to have ALL sessions earlier in the week – not really a possibility
    - Look at the order of the sessions within the week – which sessions should come early, which can come later
  - Wanted more consultation time – again not really a possibility
  - Constantly noted “best event attended”
    - Technology is still a hot topic; maybe round table to talk about what institutions are using etc., or a panel discussion
  - Round tables have not been successful in the past
    - Maybe have Work Group leaders take suggestions on what topics are wanted for round tables
  - Will start to ask faculty what topics they want to present and assume their skill level on said topics
    - Reflective of evaluation comments of facilitator’s knowledge on topic
  - Need to make things more interactive
    - Looking into tools to use during sessions but don’t want to overuse them
    - Could use different analysis frameworks
    - Make part of “responsibility” of faculty to state how they are going to make sessions interactive, part of the deadline process
      - Incorporate statement into the contract for faculty
      - Faculty from the two institutes should discuss/share potential activities
    - Need for review of the PowerPoints before published – move deadlines back
    - Outcomes established by the Management Team must be met at each event, but the presentations can be different
- **End of the Year Annual Report**
  - Phase 2 of the curriculum change completed
    - Continued changes for 2017
  - Faculty Diversity has been an issue in the past
    - More diverse this year than in recent past; will strive to continue
  - Worked with Advisory Board Chairs to develop common system to apply to be faculty/intern
    - Now posted on the web site in one easy to locate page, including the application
- **Management team recommendations for 2017**
  - Please let Kathy know of any goals we should be working on for 2017
- **2017 locations**
  - June 18-23 Daytona Beach, FL
  - July 23-28 Green Bay, WI
- **Comments**
  - Is dividing Work Groups by Institution type the best method, size of institution sometimes makes more of difference than type? If you have suggestions or comments on this, please share.