**ACAO Board of Directors Meeting** **Minutes**



**October 7, 2020**

2-3 PM (Eastern)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Attend | Name | Attend | Invited Guests | Attend |
| Mary Boyd | x | Pam Stinson | Y | Junius Gonzales | Y |
| Gail Baker | Y | Greg Ochoa | Y | John McCarthy | Y |
| Kathy Johnson | Y | Peter Nwosu | Y | Michael Quillen | Y |
| Beth Ingram | Y | Patricia Salkin | Y |  |  |
| Scott Newman | Y | Andrew Shean | Y |  |  |
| Laura de Abruna | Y | Constance St Germain | x |  |  |
| Michael Evans | x | Lori Werth | x |  |  |
| Connie Johnson | x | Laura Woodworth-Ney | x |  |  |
| Heather Coltman | Y | M. Gealt/Adv Cl | Y | Doreen Murner | Y |

1. Review and approval of September Board Meeting minutes - M. Boyd - Call for discussion/updates.

[September 9 Board Meeting Minutes Here](https://drive.google.com/file/d/1_4kJPRQZYXO3vRyA6VmatGhKZnJ259Nk/view)

*Motion to approve: L. de Abruna; Second: M. Quillen – All approve. Motion passes*

1. Committee Updates
   * Digital Learning Cmte – L. de Abruna- Updates on APLU/BMGF grant & planned webinars
     1. Create grant funding policy for ACAO

*Tyton Partners Time for Class Survey – Part 2 place on ACAO webpage. ACAO is acknowledged in the survey.*

*Laura will be a panelist on a WCET webinar, part of Every Learner Everywhere partnership. Oct 13, 12:30-1:15pm. Panelists from Digital Promise and ACLU on high-flex and digital learning. There is a registration for the WCET conference.*

*APLU ADT grant funding: Grant signed. Offering webinars & mentoring to HBCUs. Reaching out to individuals to be part of the webinars & mentoring. APLU is fiscal agent for the grant. Grant is funded through 11/2021. May have an ongoing relationship with HBCUs who want mentoring service.*

* + Professional Development – S. Newman

Upcoming town halls scheduled & unscheduled

**Changing Landscape of Faculty Roles & Responsibilities** – scheduled for 10/27 @ 1pm ET. Panel members: Kathy Johnson & Michael Evans

**21st Century Skills and Education After COVID-19**: Tentative schedule: 11/17 @ 1pm ET. Panel members: Connie Johnson, Michael Gealt, Kathleen Williamson

Professional Development Committee Topics for 2021.

•         Health & Wellness of Provosts

•         Navigating Competing Priorities *(broad topic)*

•         Virtual Experiential Learning Activities in Times of Crisis

•         Innovative Programming & Alternate Credentials

•         CAO-Facilitated Student Panel (i.e., on one or more specific topics to be determined)

•         Sharing-Focused Town Hall Sessions (Note: This isn’t a topic per se, but an idea for a new type of Town Hall session ACAO might implement focused on sharing the results of surveys, studies, etc. on particular topics)

Additional Topics Summary (Town Hall & Blog) from Professional Development Cmte, Executive Cmte & Advisory Council. [Here](https://drive.google.com/file/d/1lIrB4TJGnfuMzRVi-CdqGNw669diUivA/view)

## 

## Town Halls coming up Oct & Nov, thank you to the moderators.

## Discussion on above potential topics for 2021. All agreed student panel would be important. G.

## Ochoa will work with Scott for a date and structure of a student panel.

## Student names from P. Nwosu & H. Coltman

## Also of importance is Health & Wellness. K. Johnson noted this could be a “safe space to share” vs. a formal Town Hall.

## Potential resources for members: institutional surveys from students to university stakeholders that could be shared with each other. A repository of studies & surveys for members and/or a panel discussion.

* + Innovation & Strategies – L. Werth

*Working with DLC and Gates grant.*

* + Membership – G. Ochoa

*Town Hall attendee rosters who are not members – solicit via the chat to get non-members to join or make an infomercial (pledge break…interrupt panel for a quick commercial on ACAO) at the beginning of the Town Hall. Follow-up to non-member attendees.*

*Ask a peer to attend. Intentional conversations on the members listserv. G. Ochoa will work with board to solicit questions. Shift to polling function vs listserv conversation to grab data & then report back as a resource on the website.*

*D. Murner reported membership numbers: Renewals up 7 to 73. 3 new members.*

*Do we know if there is a provost change in non-renewal? How to find them?*

*Welcome notes to NEW members from the board or board member.*

1. Advisory Council – M. Gealt (alternate for A. Mason)

[Click here for ACAO Mission / Vision suggested changes](https://drive.google.com/file/d/1M-PlHaq-U7-1NhOPT44ld5sbPz-mmXmJ/view)

Executive Committee met 9/21 to discuss the recommended changes to the ACAO mission & vision by the Advisory Council. The EC believes both are futuristic looking and would be good for ACAO to think about international constituents. Recommendation of EC: Set up a small adhoc task force to see if “international” opportunities for growth are viable. Starting place may be looking at Americans who have taken CAO jobs overseas.

*EC is favorable to the changes but wonder about “international” & “global” vision. A way to think about our community. Any significant issues?*

*B. Ingram: If we use international we need to make an effort at recruiting international members, even if it is aspirational. Good changes but need more behind it.*

*Recommend to take back to EC and look at softening “global” language.*

*P. Nwosu – can Advisory Council look/think about how this will be achieved? What are the next steps? Place on next month’s council agenda.*

*Looking at purpose & scope of advisory council. Changes reference a deeper communication structure with the board.*

*Looking at finite projects as well as the blogs.*

*New council members give great depth to the knowledge base of the council.*

*Expanding list of future Town Halls and or blogs.*

*Town Gown Relationships*

*Relations with faculty unions*

*How is graduate student experience working during COVID?*

*Increased diversity & recruitment*

*How will accreditation be changing over next few years?*

*Advisory Council member invited to join next Professional Development Cmte to combine & collaborate with each other. S. Newman will coordinate.*

1. ACE update. M. Boyd: Updates to below initiatives

Future webinar: Shared governance in a pandemic, on a panel with AGB. Volunteer: Heather Coltman

Social Media Influencers: Mary Boyd & Constance St. Germain, Patty Salkin

Podcast on DEI: Gail Baker volunteered

Video postcards: 7-8 min podcast, looking for volunteers

1. Our next regularly scheduled board meeting is November 4, 2020 @ 2pm ET

**CHANGE IN ZOOM CREDENTIALS. USE THIS URL FOR ALL MEETINGS**

Topic: ACAO Board Meeting Conf Calls 2020

Time: Oct 7, 2020 02:00 PM Eastern Time (US and Canada)

Every month on the First Wed, until Dec 2, 2020, 3 occurrence(s)

Oct 7, 2020 02:00 PM

Nov 4, 2020 02:00 PM

Dec 2, 2020 02:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Join Zoom Meeting

<https://us02web.zoom.us/j/707742741?pwd=Z2N6YmpFUWkwVzdHaWEvQ3MrL0ZaQT09>

Meeting ID: 707 742 741

Passcode: 628869

One tap mobile

+13017158592,,707742741#,,,,,,0#,,628869# US (Germantown)

+13126266799,,707742741#,,,,,,0#,,628869# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 707 742 741

Passcode: 628869

Find your local number: https://us02web.zoom.us/u/kb8Dm7yBPM

**2020 Board of Directors: Assigned Roles**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Executive Committee | **Director** | **Role/Committee** | **Institution** | **Term Ending** |
| Mary Boyd | President | Berry College | 2020/2022 |
| Kathy Johnson | Past President Responsibility: Chair of Nominating and  Bylaws Committees | IUPUI | 2020/2021 |
| Gail Baker | President Elect  Editorial Team | University of San Diego | 2022 |
| Beth Ingram | Treasurer | Northern Illinois University | 2021 |
|  | Michael Evans | Secretary | SNHU | 2023 |
|  | Doreen Murner | Executive Director | AMC Source | n/a |
| Laura Niesen de Abruna | PI: Digital Fellows Project  Finance Committee  Editorial Team  Digital Learning Cmte-Chair  Innovation & Strategies | York College of Pennsylvania | 2021 |
| Gregory Ochoa | Chair: Membership & Communications  Digital Learning Committee | Potomac State College of West Virginia University | 2021 |
| Peter Nwosu | Membership & Communications  Innovation & Strategies  Digital Learning Committee | Lehman College of CUNY | 2021 |
| Connie Johnson | Professional Development  Editorial Team  Digital Learning Committee | Colorado Technical University | 2022 |
| Andrew Shean | Innovation & Strategies  Digital Learning Committee | National University System | 2022 |
| Lori Werth | Professional Development  Innovation & Strategies | University of Pikeville | 2022 |
| Laura Woodworth-Ney | Innovation & Strategies | Idaho State University | 2022 |
| Michael Quillen | Membership Committee | Rowan-Cabarrus Community College | 2022 |
| Heather Coltman | Finance Committee | James Madison University | 2023 |
| Scott Newman | Professional Development Committee | Oklahoma State University Institute of Technology | 2023 |
| Patricia Salkin | Membership Committee | Touro College | 2023 |
| Constance St. Germain | Finance Committee | Capella University | 2023 |
| Junius Gonzales | Professional Development | NY Institute of Technology | 2023 |
| John McCarthy | Membership Committee | UMass – Amherst | 2023 |
| Pam Stinson | Professional Development | Northern Oklahoma College | 2023 |
| April Mason | Chair: Advisory Council (ex officio): Ex Officio: Membership & Communications Cmte |  |  |
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|  |  |  |  |

\*Additional Professional Development Committee Member: Ellen Granberg, Provost, Rochester Institute of Technology

\*BJ Reed, Innovation & Strategy Committee Member: Ex officio Advisory Council rep