**ACAO Board of Directors Meeting Minutes**



**August 5, 2020:** <https://zoom.us/j/707742741>**,** 2-3 PM (Eastern)

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

1. Review and approval of May Board Meeting minutes - M. Boyd - Call for discussion/updates.
	* 1. [*June 3, 2020 Board Minutes*](https://docs.google.com/document/d/1wPDwy-WkYLzYvTJ0Whv8BMw0TkHocFdu/edit) *– Motion called to approve minutes, P. Nwosu. 2nd L. de Abruna. . No discussion. Motion Passes*
		2. [*July 14, 2020 Business Meeting Minutes*](https://docs.google.com/document/d/1LXcBixlEl-I-bhqbKCbNRFTHJp8nJfqm/edit) *Motion called to approve minutes, P. Nwosu. 2nd L. de Abruna. No discussion. Motion Passes*
2. Executive Board recommends Heather Coltman to fill the unexpired term of vacant position (2020-2023).

K. Johnson call for discussion

*Motion called to approve H. Coltman to fill unexpired term on the board, P. Salkin. 2nd L. de Abruna. No discussion. Motion Passes.*

1. Committee Updates
	* Digital Learning Cmte – L. de Abruna *–*  Tyton ACAO Town Hall debrief
		1. *Tyton/ACAO: ACAO co-hosted a webinar based on the survey results. ACAO panelists with Tyton were: Andy Shean, Pat Salkin & Laura de Abruna. Full survey text is on the ACAO website.*
		2. *The Digital Learning Cmte and Innovations & Strategy Cmte are working together on a Gates grant in conjunction with APLU. L. de Abruna is looking for volunteer provosts to work to create a series of 5 webinars on the COVID-19 privot. APLU will act as the fiscal agent for the distribution of funds on the grant.*
		3. *Volunteers for the grant: Michael Evans, Constance St. Germain. Work with Doreen to avoid conflict with ACAO Town Hall dates.*
	* Professional Development – D. Murner *–* Provost Town Halls
		1. ***Need to schedule future Town Halls –*** [***click here for listing.***](https://drive.google.com/drive/u/4/folders/1aiSyP-V9m09KL24VKa-hmIBUe1KhsNG4)

The Professional Development Committee has suggested the following 4 topics for our next schedule of Town Halls. We need moderators for each of the topics below and schedule of dates.

      Changing Landscape of Faculty Roles & Responsibilities in Higher Education

      Leading & Managing Teams Remotely

      Preparing for the 21st Century Digital Learner -- Post Spring 2020

      CAO Lessons in a Post-Pandemic World

*Discussion of all the topics:*

*#1: Leading & Managing Teams Remotely – J. McCarthy will ask Dean, Anne Massey if she can help facilitate this Town Hall as she has expertise in this area. The tentative dates are: 8/25 or 9/8 @ 1pm ET. J. McCarthy will coordinate with A. Massey.*

*#2: Leading thru Disruption – B. Ingram recently facilitated a session on this topic & it was considered to bring to ACAO. Dates will be determined once Town Hall #1 is scheduled.*

*#3: Changing Landscape of Faculty Roles/Responsibilities – K. Johnson. Faculty evaluations through the lens of a COVID year. What inequities are created and how do we resolve them?*

*#4: Preparing for the 21st Century Learner-Post Spring 2020 – looking at the changing student.*

*#5: CAO Lessons in a Post Pandemic World – P. Stinson – What are we learning & what will we be changing?*

*Future Town Hall dates: 8/25; 9/8; 9/22 @ 1pm ET (Schedule is dependent on #1 date confirmation).*

* + *Innovation & Strategies – L. Werth*
		1. *See above – working with DLC on Gates grant opportunity*
	+ *Membership – G. Ochoa*
		1. *Town Halls are a value add for ACAO and exactly what membership needed, including the blogs and the social media presence.*
* *Finance Committee – B. Ingram*
1. Advisory Council – A. Mason

Click here for ACAO Mission / Vision suggested changes

[Suggested Mission Vision Changes](https://drive.google.com/drive/u/4/folders/1aiSyP-V9m09KL24VKa-hmIBUe1KhsNG4)

*Council is re-thinking membership and will include current provosts as they feel it very important to have current experiences in these difficult times.*

*K. Johnson noted that ACE would like the blogs from ACAO to continue. A. Mason indicated the council may be willing to help with finding ideas & individuals who may be a part of the blog. The Council is raising new hypothetical questions that would be good for a blog. Ideas include:*

*Is Finance pushing Academics? Who Should be at the Table for the BIG decisions? What is today’s Role of Research and Discovery?*

*Do we want to create podcasts? ACE is very interested in ACAO providing content for the ACE Engage platform. Podcasts could be one of the modalities.*

1. *Mason brought up the idea of mentoring new provosts. The Council will think about how to establish a process to begin.*

*The Executive Committee will discuss the Council’s suggested changes to the Mission & Vision, and then bring to the board. Any suggestions please email M. Boyd.*

*Risa Palm was suggested as a new council member. She is still working and she knows ACAO having been on the board.*

1. ACE update. (K. Johnson and M. Boyd) Update

*MOU is signed. Need more specifics on how to move forward.*

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

**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 andBylaws Committees | IUPUI | 2020/2021 |
| Gail Baker | President ElectEditorial Team | University of San Diego | 2022 |
| Beth Ingram | Treasurer | Northern Illinois University | 2021 |
|  | Michael Evans | Secretary | SHNU | 2023 |
|  | Doreen Murner | Executive Director | AMC Source | n/a |
| Laura Niesen de Abruna | PI: Digital Fellows ProjectFinance CommitteeEditorial TeamDigital Learning Cmte-ChairInnovation & 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 & StrategiesDigital Learning Committee | Lehman College of CUNY | 2021 |
| Connie Johnson | Professional DevelopmentEditorial TeamDigital Learning Committee | Colorado Technical University | 2022 |
| Andrew Shean | Innovation & StrategiesDigital Learning Committee | National University System | 2022 |
| Lori Werth | Professional DevelopmentInnovation & 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