* + - * + **ACAO Board of Directors Meeting** **Minutes**



**February 3, 2021:** <https://us02web.zoom.us/j/89344611318?pwd=RndoT3RlN1lnMmxGZCtnalp4NUVDZz09>

2-3 PM (Eastern)

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

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

[December Board Minutes here](https://docs.google.com/document/d/1_UXCTpV7HBjy4bM5eEp6vQQqK28s7Q5l/edit#heading=h.gjdgxs)

*President Boyd called for updates or discussion, hearing none. Motion to approve passes.*

1. Committee Updates
   * Digital Learning Cmte – L. de Abruna
     1. Marketing support for Tyton QAP soft launch*: QAP + Quality Assessment Protocols.*
     2. *de Abruna noted ACAO is a partner in the BMGF Every Learner Everywhere initiative along with 12 other partners, one of which is Tyton. Tyton has created a QAP discovery tool for faculty and administrators to find the best options for adaptive learning courseware. Tyton would like ACAO to push marketing access to the tool via our network and post on our web site resources pages. Board agreed to the marketing. QAP is a free resource.*
     3. *C. Johnson & L. de Abruna will be presenting Leading Innovations on College Campuses at the ACE Meeting this March. It is same presentation that was cancelled last yr. due to the pandemic.*
     4. *de Abruna presented to the Advisory Council the DF project and how the Advisory Council might participate in the future.*

* + Professional Development – S. Newman

*January Town Hall was well attended and well received.*

[*Click Here for Video*](https://www.youtube.com/watch?v=5awENlqv6U8&feature=youtu.be)

**February 2021** – Health & Wellness of Provosts (M. Boyd & H. Coltman). Confirm date Feb 16 or 23). *Date confirmed: February 23, 2021 @ 1pm ET*

**March 2021** – Organizational Resilience: Leadership Lessons from COVID-19 (L. Werth and S. Newman). Confirm date March 2, 9 or 16 – *Date confirmed March 2, 2021 @ 1pm ET. Pam Stinson committed to facilitate. This Town Hall will be similar to the presentation for the ACE Meeting.*

**Potential Town Hall Topics for 2021** (tabled from December)

o   CAO Relationship Dynamics – *April Town Hall. Board agreed great topic. de Abruna volunteered to help. Suggestion for outside facilitator, George Mahaffy. ProD will coordinate.*

o   HS Class of 2021: Learner Expectations & Abilities – *Suggestion to move to Q3 or Q4 town hall. A. Shean – preparing for the next generation of learners could be a more global approach to the topic…could be 1 yr, 2 yr, 3 yr timeframes.*

o   Leveraging Technology to Better Serve Historically Marginalized Populations:

*C. Johnson & de Abruna will see if someone from ELE could facilitate this topic. Looking at both access to technology as well as leveraging technology to lessen the equity gap.*

**Other Professional Development Discussion Points**

* 2021 ACAO Retreat(s)

*In person is preferred but not expected given budgets & pandemic unknowns. Retreat will be virtual and limited to 2 hrs. Looking for external speaker to present with a motivational and uplifting message or around a strategic priority. de Abruna suggested a deeper dive into DEI, what research, ideas or benchmarks have worked or not, on campuses that have actually facilitated changes. A. Mason suggested tapping NADOHE.*

*P. Nwosu suggested surveying members for future ideas. A quick survey could be added to the election ballot.*

* Finance Committee – B. Ingram.
  + [12\_31\_2020 SOA here](https://docs.google.com/spreadsheets/d/1MrLg747r9kml2HhEKGf4bzGgYj_oKMaf/edit#gid=1218795427)

*B. Ingram noted met budget goals. Approximately $12k ahead. Board votes on budget at March mtg.*

* Innovation & Strategies – L. Werth *No report*
* Membership – G. Ochoa – *No report*
* Advisory Council – A. Mason

*de Abruna presented at Council’s Jan meeting on the Digital Fellows project. Council would like additional updates and presentations from the board. May be opportunities for Council members to work with the board.*

*Blog for ACE need to know timing so as not to add to backlog. K. Johnson reported Council could write now as ACE will be publishing last two to three ACAO blogs soon. ACE is typically interested in topics that are timely in relation to the challenges of the day. However, nothing is off the table. A. Mason blogs give ACAO visibility.*

*Executive Committee will discuss where the blog coordination will move to since K. Johnson is rolling off the board. P. Salkin will help with the blog transition*

* Nominating Committee – K. Johnson, M. Boyd, G. Baker, B. Ingram, M. Evans

REMINDER: Executive Committee will serve as the Nominating Committee. Past President will remain as chair.

Board directors with terms expiring in March 2021. (Kathy, Beth, Laura, Greg, Peter).

* 1. Kathy Johnson’s term ends. Laura’s term also ends, and she will remain on the Board as an ex officio member. Beth Ingram, Peter Nwosu and Greg Ochoa commit to another term
  2. L. Woodward-Ney will be stepping down. Position open for *appointment to fill unexpired term.*
  3. Nominees: Click below
     1. [James Winebrake](https://docs.google.com/document/d/13iDliu5nIMepqhu7yAOCQODR4h7dX7GC/edit)
     2. [Susan Kruml](https://docs.google.com/document/d/1tTM3uKHNfZG5DSQVc5LzUXMGYeFTf9_3/edit)
     3. [Mark Ginsberg](https://drive.google.com/file/d/1EN0opmaw__Xkvack-Gq5vpu65D5nUZMB/view)

*Board discussed an appointment to fill the unexpired term seat. It was agreed that the open seat will be added to the election. K. Johnson anticipates adding one more nominee for the ballot, David Forstein.*

1. ACE Annual Conference March 22-24, 2021 - M. Boyd
   * ACAO Session during the ACE Conference date & time confirmation

*Organizational Resilience: Leadership Lessons from COVID-19, facilitated by S. Newman, L. Werth & P. Stinson. March 22, 2021 @ 2pm. 45 minutes pre-recorded and live Q&A at the end.*

* + ACAO Business Meeting – date & time

*Date & time will be determined, separate from the ACE Meeting. Session topic recommended – accreditation agencies on a panel on what is changing in higher ed. Multiple accreditors as panelists. de Abruna suggested SHEEO as a possible panelist.*

1. Our next regularly scheduled board meeting is March 3 , 2021 @ 2pm ET

***REMINDER: February 23rd Town Hall***

***March 2nd Town Hall***

***March 22nd ACE presentation***

* 1. *On Your Calendar: April meeting is 4/7/2021*

**Board Resources**

[ACE MOU Here](https://drive.google.com/file/d/1uJ7bYW5s6v7bOD8Al6hwdUBaJBLCXT1V/view)

**ACAO 2021 ZOOM CREDENTIALS. USE THIS URL FOR ALL MEETING**

Time: March 3, 2021 02:00 PM Eastern Time (US and Canada)

Every month on the First Wed, until Dec 1, 2021, 11 occurrence(s)

Mar 3, 2021 02:00 PM

Apr 7, 2021 02:00 PM

May 5, 2021 02:00 PM

Jun 2, 2021 02:00 PM

Jul 7, 2021 02:00 PM

Aug 4, 2021 02:00 PM

Sep 1, 2021 02:00 PM

Oct 6, 2021 02:00 PM

Nov 3, 2021 02:00 PM

Dec 1, 2021 02:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/89344611318?pwd=RndoT3RlN1lnMmxGZCtnalp4NUVDZz09>

Meeting ID: 893 4461 1318

Passcode: 891884

One tap mobile

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**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 & Finance Cmte | SNHU | 2023 |
|  | Doreen Murner | Executive Director | ACAO | 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 | West Virginia University Potomac State College | 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 |
| TBD | Innovation & Strategies | TBD | 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 |  |  |
|  |  |  |  |
|  |  |  |  |

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

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

\*Michael Gealt, Professional Development Member: Ex officio Advisory Council rep