**ACAO Board of Directors Meeting** **Agenda**



**November 4, 2020:** <https://us02web.zoom.us/j/707742741?pwd=Z2N6YmpFUWkwVzdHaWEvQ3MrL0ZaQT09>

2-3 PM (Eastern)

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

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

[October 7, 2020 Meeting Minutes](https://drive.google.com/file/d/1HAf8EWKzjQ6YhDH-6Yll_q4CJQthYI7F/view)

 *M. Boyd called for discussion, hearing none, board voted to approve Oct. minutes, unanimously.*

1. Committee Updates
	* Digital Learning Cmte – L. de Abruna- Updates

*New resource available on ACAO’s web site: ELE partner APLU - Adaptive Courseware paper.*

*With APLU working on COVID grant & with Fayetteville University. Laura will outreach to board.& membership if volunteers are needed.*

*Offer ACAO Town Hall on our use of materials from ELE partnerships and online engagements.*

*L. deAbruna will coordinate a webinar on use of digital learning & techniques this past semester using some of the data from ELE partners but ACAO will present.*

* + Professional Development – S. Newman

*ProD cmte met. Sharing focused town hall sessions. Emerging opportunities from members who have done surveys, studies & resulting findings, etc on campus. Finding a couple of topics where ELE might help us facilitate. ELE has great resources & research & they value ACAO. Synthesis with ELE information and pushing to CAO membership. These webinars will be facilitated by ACAO academic officers (board members) on how the ELE resources have worked on campus.*

*C. Johnson – these webinars will bring content to the town hall format. Board likes this idea.*

*As you institution does surveys & has findings please make resource available or maybe a town hall idea.*

Upcoming town halls scheduled & unscheduled

**Planning for Transition to the New Normal Using the Five C’s**: 11/17 @ 1pm ET. Panel members: Connie Johnson, Michael Gealt, Kathleen Williamson

December – No Town Hall

**January 2021** - Student Panel (G. Ochoa, S. Newman) Participants and specific topics of the panel

*G. Ochoa will facilitate. H Coltman and P. Nwosu will help identify students to participate. Date of student panel:* ***January 26, 2021 @ 1-2pm.***

*How many students? 4-5 seems optimum. Limit focus, maybe ask students what is important to them. Panel diversity is important. Topics: mental health issues? Open topics? What are the big take-a-ways from the semester? Heather, Greg & Peter will talk with the students for potential topics. What do you wish your faculty knew? Ready to discuss at December board meeting. Maybe an opportunity to have same conversation with faculty.*

**February 2021** – Health and Wellness – open sharing/conversation/discussion. What are you doing?

*ProD would like a couple of folks to kick off the meeting, then foster & facilitate the meeting. B. Ingram – does anyone have that as their academic background? Counseling area?*

**March 2021** – Organizational Resilience: Leadership Lessons from COVID-19 (L. Werth, need another facilitator or two)

*Good things that might have come out of COVID and what we have learned. Stems from I&S cmte. Focus on what is helpful. What will we keep?*

***December 2020*** *- Option might be to hold a December town hall for Laura’s town hall ACAO facilitated ELE resources.*

*2nd week of December 8th or 15th? Laura and Connie will work together. Need to confirm date and create an abstract. Laura & Connie will see if they can put something together. Or two in January? Comes early enough in the year so CAOs can implement in the Spring.*

*M. Gealt was invited to ProD meeting. How best to collaborate more with Advisory Council. M. Gealt will continue with ProD committee.*

Professional Development Committee Topics for 2021.

•         Health & Wellness of Provosts

•         Navigating Competing Priorities

•         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/1hHdFtCx7V1aVcL078EvVKcID9EnMnsE8/view)

* + Innovation & Strategies – L. Werth

*Opportunity – ability to launch a survey, dovetails to spring town hall, start with the board. What are the current innovative strategies universities are using to make a positive impact? H. Coltman will share her institution’s report.*

*Are there ways to think about a collaborative research topic that motivates faculty to implement change? Guide during a crisis situation – crowd source this guide. What we learned, build on and plan for the future. Lessons learned, Courageous Leadership, Focus the minds of faclty members to take leaps. Technology T&L. Speeding up change due to a crisis, Post COVID strategies/initiatives we can carry past COVID. Create a draft & deploy to the group.*

* + Membership – G. Ochoa

*New member reference from C Johnson: Mary Pederson – Colorado State. Doreen will ourtreach to Mary.*

*82 renewals, above targeted revenue goal – expecting more to come in.*

1. Advisory Council – A. Mason

[Suggested Edits](https://drive.google.com/file/d/148j1A7e3Tl2bsKQuwuo2pxNtmL0lZFvC/view)

 *Circle back for December meeting.*

1. Nominating Committee – K. Johnson.
	* 5 board directors rolling off in March 2021. (Kathy, Beth, Laura, Greg, Peter)
	* Need potential nominees
	* Would like additional Nominating Committee members

*Nominations & Bylaws Committee – need one other person on cmte. Executive committee could be the additional N&B members and/or Advisory Council rep.*

*Suggestions for additional nominees, send to K. Johnson. E-ballot in advance of March business meeting. Names identified by December.*

*Board directors whose term is ending but not rolling off, if they want to stay another term.*

*Laura de Abruna will stay a rep to the ELE and ex-officio to one of the committees.*

*Will need someone to shepherd the blog series once K. Johnson rolls off. Maybe move blogs to ProD committee for processing.*

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

Call for Bloggers & potential liaison to *Higher Education Today*

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

*No update*

*ACE would like to continue with blogs from CAOs.*

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

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

Topic: ACAO Board Meeting Conf Calls 2020

Time: Nov 4, 2020 02:00 PM Eastern Time (US and Canada)

 Every month on the First Wed, until Dec 2, 2020

 Nov 4, 2020 02:00 PM

 Dec 2, 2020 02:00 PM

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)

**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 | SNHU | 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 |  |  |
|  |  |  |  |
|  |  |  |  |

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

\*BJ Reed, Innovation & Strategy Committee Member. Ex officio board member & Advisory Council rep

\*M. Gealt/Advisory Council: Professional Development Committee.