

LEAP Texas Board of Directors Meeting

October 24, 2016
1:00 p.m. to 1:50 p.m.

Meeting Notes

Present	Not Present	Guests Present
David Billeaux Toni Blum Chris Duke Larry King Barbara D’Auria Lerner Rebecca Lewis Karen Mongo Loraine Phillips Katie Rather Jeff Roberts Amy Harris Tan Patrick Williams	Audra Barrett John Beaver David Blair Catherine Parsonneault	Tiffany Hearne

Call to Order	Meeting called to order at approximately 1:00 p.m. by Dr. Loraine Phillips
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Agenda Item	Comments	Recommendations/ Actions/Follow-up
Sign-in	Board members identified themselves.	
Review Previous Meeting Minutes from June 3, 2016	Minutes from June 3, 2016, were reviewed. Ms. Katie Rather noted a typographical error. Dr. Rebecca Lewis will make correction. Dr. Lewis also moved to accept minutes from June with the correction. Mr. Jeff Roberts seconded the motion. Motion carried with no opposition.	Ms. Katie Rather noted a typographical error. Dr. Rebecca Lewis to make correction. Dr. Lewis moved to accept minutes from June with the correction. Mr. Jeff Roberts seconded the motion. Motion carried with no opposition.
Updated website	Dr. Phillips informed the board that the LEAP Texas website had been updated to reflect the three new faculty fellows and she thanked Ms. Tiffany Hearne for making the updates. Dr. Phillips also named the new fellows and explained where they would focus their work. Mr. Roberts asked if the faculty fellows would be presenting at the LEAP Forum and Dr. Phillips confirmed they would. Dr. Phillips also added that there will be an all-day meeting on November 18, 2016, to discuss the work of the faculty fellows.	

<p>Bylaws Update and Succession Planning – Drs. John Beaver, Catherine Parsonault, Rebecca Lewis</p>	<p>Dr. Phillips indicated that work is still in progress in updating the bylaws with regard to succession planning.</p>	<p>Bylaws subcommittee is to revise bylaws to reflect succession planning.</p>
<p>4th Annual LEAP Texas Forum</p>	<p>Dr. Phillips reminded everyone that the previous board meeting was abruptly ended due to technical issues that could not be resolved at the time. This also occurred prior to the board voting on a motion to fund the upcoming, fourth annual LEAP Texas Forum.</p> <p>Dr. Phillips also explained that there have been some changes to the forum planning. The Westin Hotel will not be used. The Crown Plaza Dallas Downtown will provide the room block for \$109.00 per night.</p> <p>Dr. Phillips also explained that LiveText, the sponsor that previously provided an evening reception, has undergone staff changes and Dr. Larry King’s contact is no longer with the company. Dr. King indicated that he has a scheduled call with a new contact on October 26, 2016, and he will inquire as to whether LiveText is still committed to the Texas Assessment Collaborative and sponsoring our event.</p> <p>Dr. Chris Duke inquired about a budget for pre-conference workshops. Dr. Phillips indicated that is part of the reason the planning committee is seeking to increase the forum budget to \$20,000.00. She invited questions or concerns about the proposed forum budget.</p> <p>Mr. Roberts asked if honorariums have been included in the proposed in the forum budget. Dr. Phillips indicated honorariums have been accounted for and are as follows:</p> <p>Betsy Barefoot - \$3,000.00 + travel expenses Linda Johnsrud - \$500.00 + travel expenses Rebecca Karoff - travel expenses Susan Albertine - \$500.00 + travel expenses.</p> <p>Dr. Phillips added for clarification that faculty fellow travel expenses are reimbursed from the Collaboratives project and not the Forum budget.</p> <p>Dr. King moved to accept the proposed \$20,000.00 forum budget. Mr. Roberts seconded the motion. The motion carried with not opposition.</p> <p>Mr. Roberts reported the 27 conference proposals were</p>	<p>Dr. King will discuss, in a scheduled call with a new LiveText contact on October 26, 2016, LiveText’s continued committed to the Texas Assessment Collaborative and sponsoring the upcoming LEAP Texas Forum.</p> <p>Dr. King moved to accept the proposed \$20,000.00 forum budget. Mr. Roberts seconded the motion. The motion carried with not opposition.</p>

	<p>submitted.</p> <p>Dr. Phillips announced the board meeting that coincides with the forum will be held on Sunday, February 19, 2017, from 5:30-7:00. Dinner will be provided.</p>	
Payment Plan for 2016-2017 for the Faculty Collaboratives Project	<p>Dr. Phillips explained that the Faculty Collaboratives Project has \$91,000.00 in year two of the project. The following are the upcoming expenditures paid quarterly:</p> <p>\$4,000.00 per faculty fellow, \$5,000.00 per assessment fellow, \$6,000.00 for HUB director, \$6,000.00 for state liaison, and \$2,000.00 for administrative support.</p> <p>Fellows identify deliverables on a quarterly basis. New fellows' plans are included with meeting agenda. In addition, deliverables must be added to the HUB.</p> <p>So far, there has been a Teamwork and Social Responsibility online event week. Four more core objective event weeks will occur this year.</p> <p>Also included in the meeting materials are Doyle Carter and Jennifer Edwards' quarterly processes and deliverables. The pay schedule has also been provided in the meeting materials. This schedule lays out how \$44,000.00 of the remaining \$91,000.00 is to be spent.</p> <p>Dr. Phillips briefly described how the remaining grant funds would be spent next year, which would be directed towards the Foundational Component Areas in a structured way.</p> <p>Dr. Phillips asked the board for approval of the pay schedule. Dr. Lewis moved to accept the fellow's project pay schedule as presented. Dr. D'Auria Lerner seconded the motion. The motion carried with no opposition. Drs. Duke and King abstained from voting due to the conflict of interest as they are assessment fellows.</p>	<p>Dr. Lewis moved to accept the fellow's project pay schedule as presented. Dr. D'Auria Lerner seconded the motion. The motion carried with no opposition. Drs. Duke and King abstained from voting due to conflict of interest as they are assessment fellows.</p>
Payment to Catherine Bridges from TAMU CC	<p>Dr. Phillips explained that Catherine Bridges from TAMU-CC, the former administrative home to LEAP Texas, spent notable time processing LEAP Texas payouts with travel reimbursements. She logged the time she worked on behalf of LEAP Texas and determined \$1090.52 to be fair compensation. Dr. Phillips asked the board to approve paying Bridges the amount requested.</p> <p>Dr. King moved to pay Catherine Bridges \$1090.52 for administrative services to LEAP Texas. Mr. Roberts seconded the</p>	<p>Dr. King moved to pay Catherine Bridges \$1090.52 for administrative services to LEAP Texas. Mr. Roberts seconded the motion. The motion carried with no opposition.</p>

	<p>motion. The motion carried with no opposition.</p> <p>Mr. Roberts asked is these types of administrative services will be accounted for in the MOU that is being working out with UNT. Dr. Phillips indicated that it was part of the negotiations.</p> <p>Dr. Phillips also indicated that she is investigating how LEAP Texas can become a non-profit.</p>	
Include equity as a pillar in our LEAP Texas mission, vision, and foci	<p>Dr. Phillips explained that 11 Texans attended the LEAP States Summit in Milwaukee, WI in September. As inclusive excellence is a pillar for AAC&U, the Texas delegation felt it was necessary to update LEAP Texas' mission, vision, and foci to emphasize equity. The Milwaukee delegation formulated revisions and Dr. Phillips asked the board for action.</p> <p>Dr. Phillips asked for feedback from the board by October 31, 2016.</p>	Provide feedback on LEAP Texas mission, vision, and foci revisions to Dr. Phillips by October 31, 2016.
Membership Renewal	<p>Dr. Phillips asked board members to use their circle of influence to encourage intuitions to join LEAP Texas or re-up their membership.</p> <p>Discussion of what can be done to encourage membership renewal.</p>	<p>Dr. Tan to contact St. Thomas and UH.</p> <p>Dr. Lewis to post on TAIR listserv.</p> <p>Dr. Pat Williams to contact UH's chancellor's office.</p> <p>Dr. D'Auria Lerner to ask to post on chief academic officers' listserv.</p>
SACSCOC Annual Meeting	<p>Dr. Phillips announced that LEAP Texas will have an affiliate meeting on December 5, 2016, from 5:30-7:00 p.m. at the annual SACSCOC meeting. Speakers will include the new faculty fellows as well as presentations by faculty fellow Dr. Doyle Carter and HUB director, Dr. Terry di Paolo. An update on the assessment collaborative will be given.</p> <p>Dr. Phillips is also pursuing the possibility of having a presentation about the Excellence in Assessment designation.</p>	
Adjourn	Meeting was adjourned at 1:50 p.m. by Dr. Phillips.	