

LEAP Texas Board of Directors Meeting

October 31, 2014

9:00 a.m. to 10:00 a.m.

Conference Call

Meeting Notes

Present	Not Present	Guests
Rodger Bennett Ann Bolman Larry King Barbara Lerner Chris Markwood Loraine Phillips Sarina Phillips Celia Williamson Laurel Williamson Dick Whipple	David Billeaux Gary Elbow Russell Lowery-Hart Catherine Paroneault Kathryn Rather Pat Williams	Tiffany Hearne Rebecca Lewis

Call to Order	Meeting called to order at approximately 9:05 a.m. by Dr. Loraine Phillips
----------------------	--

Agenda Item	Comments	Recommendations/ Actions/Follow-up
Sign-in	Board members identified themselves.	
Approval of Minutes from September 5, 2014	Dr. Loraine Phillips presented the minutes from the previous board meeting and asked if there was a motion to approve. Dr. Celia Williamson moved to accept the minutes as presented. Dr. Laurel Williamson seconded the motion. The motion carried with no opposition.	Dr. Celia Williamson moved to accept the minutes as presented. Dr. Laurel Williamson seconded the motion. The motion carried with no opposition. Dr. Loraine Phillips will send the Minutes to Ms. Tiffany Hearne to be posted on the LEAP TX web site.
Update from the By-laws Subcommittee (Catherine, David, and Gary)	Dr. Loraine Phillips reported on behalf of the subcommittee members and indicated that the By-laws are still in in-progress and there is nothing additional to report.	
Update from the MOU Subcommittee (Celia, Rodger, Chris, and Tiffany)	Ms. Hearne reported that the MOU draft is in the TAMU CC business office being reviewed. Dr. Phillips confirmed that draft sent to her by Dr. Chris Markwood was intended for distribution and review by the Board and Ms. Hearne confirmed. Dr. Celia Williamson stated that she is pleased with the agreement and that TAMUCC just needs to make sure it fits their protocol.	Dr. Loraine Phillips will send the MOU draft to the Board for review.
2014 LEAP Texas Recruitment	Ms. Hearne reported that LEAP TX is currently 40 members strong with an additional two applications pending. LEAP TX has gathered	Dr. Loraine Phillips recommended that

	<p>dues in the amount of \$28,900 as of October 31, 2014. Dr. Loraine Phillips reported that she has been sending emails encouraging institutions to join and she recommended others to the same. She also reported that St. Edwards University joined, and it is the first private institution to do so this year.</p>	<p>everyone make personal contacts to encourage other institutions to join LEAP TX.</p>
<p>Review and Discuss Letter of Agreement for Lumina Grant with AAC&U</p>	<p>Dr. Loraine Phillips indicated that she had a conversation with Dr. Susan Albertine from AAC&U to get some clarification on the grant. Dr. Phillips shared the following based on her conversation:</p> <ul style="list-style-type: none"> a. There is flexibility with State Liaison and workshop budget lines. State Liaison budget lines can also go towards salary for administrative support. b. There is not flexibility with the Hub Director and Faculty Fellow budget lines so that this will be consistent across the five states. Faculty Fellows can be faculty buy-out or an honorarium. <p>Dr. Loraine Phillips indicated that the grant money be received by TAMU CC, and it would be distributed from there. She also stated that monies could not be used for indirect costs, and Dr. Markwood confirmed that he understood that as well.</p> <p>Dr. Celia Williamson mentioned that she would like to see a vehicle for recognizing faculty participation beyond the five selected as fellows. Mr. Bennett suggested these faculty might be referred to as scholarly contributors.</p> <p>Dr. Loraine Phillips indicated that four out of the five faculty will need to focus on Tuning, DQP, VALUE, and GEMS. The focus for the additional fellow if flexible.</p> <p>Mr. Bennett suggested a template to track participation of the fellows as well as scholarly contributors as this would provide consistency. Dr. Celia Williamson indicated that is a good idea. Dr. Loraine Phillips noted that such a system would help with a reporting schedule.</p> <p>Dr. Barbara Lerner supports this idea because the idea is to spread the ideas throughout the state and this is a way to recognize and increase participation. Dr. Lerner also suggested that something as simple as a certificate of participation could be awarded.</p> <p>Mr. Bennett noted that contributors' names could be posted on the LEAP Texas website. Also, since we will have a list of names, it may allow us to do some follow-up analysis.</p> <p>Dr. Phillips suggested that this is the type of thing the steering committee would discuss and present.</p> <p>Dr. Celia Williamson suggested also that the steering committee</p>	
<p>Review and Discuss Letter of Agreement for Lumina Grant with</p>		

<p>AAC&U cont.</p>	<p>set-up three communication charges:</p> <ol style="list-style-type: none"> 1) Assuring communication with AAC&U, 2) Assuring communication with the LEAP state-wide network, and 3) Assuring communication between those actively participating in the grant. <p>Mr. Bennett and Dr. Loraine Phillips indicated that this is an excellent idea.</p>	
<p>Discuss Celia's emails from 10-24-14 & 1-028-14 and Call for Steering Committee</p>	<p>Dr. Loraine Phillips referred to email conversation that occurred regarding the charge of the steering committee. She also indicated that she was in favor of the ideas Dr. Celia Williamson put forth.</p> <p>Dr. Celia Williamson noted that she thought it would be a good idea that the three members of the steering committee also occupy roles in the grant. Mr. Bennett and Dr. Loraine Phillips concurred with the idea.</p> <p>Dr. Loraine Phillips indicated that Dr. Albertine envisioned the steering committee to interact with the five other members in the Collaboration.</p> <p>Dr. Loraine Phillips asked what the next steps are for setting-up the steering committee. Dr. Lerner suggested a call for letters of interest. Dr. Celia Williamson suggested a call for nominations. Dr. Laurel Williamson suggested that the Board put together a charter with expectations for deliverables that goes out with the call for letters of interest.</p> <p>Dr. Loraine Phillips asked who could write the charter. Dr. Celia Williamson volunteered herself and Dr. Lerner. Dr. Laurel Williamson volunteered to send a sample of a charter. Mr. Bennett also volunteered. Dr. Loraine Phillips was volunteered as well. Dr. Celia Williamson indicated that a charter draft would be available for review by the by the end of next week (November 10).</p>	<p>Drs. Celia Williamson, Lerner, Loraine Phillips and Mr. Bennett agreed to formulate a charter for the grant steering committee. Dr. Laurel Williams indicated that she would forward a sample charter to the group.</p> <p>Dr. Celia Williamson said the draft charter could be ready for Board review by November 10, 2014.</p>
<p>Discuss Susan Albertine's Hub Examples</p>	<p>Dr. Loraine Phillips explained that she asked Dr. Albertine questions about the hub. Dr. Albertine gave the following guidelines for the hub:</p> <ul style="list-style-type: none"> - Open-source and one-stop-shop statewide - Able to provide webinars (recording and housing) - Contains strong social media prompts - Analytic capabilities good enough to get a sense of the impact on faculty <p>Dr. Albertine also provided example sites.</p> <p>Dr. Loraine Phillips believes it is important to be able to get to the hub from the LEAP Texas web site. She also mentioned that it is acceptable to have two sites working in partnership.</p>	

	<p>Mr. Bennett indicated that he liked the call to faculty aspect of the New York web site. He reiterated that the Le Croix Center is willing and capable of doing what is needed for the grant.</p> <p>Dr. Celia Williamson said the hub should not replicate anything on the LEAP Texas web site.</p>	
<p>Upcoming Professional Meetings</p>	<p>Dr. Loraine Phillips stated that Dr. Larry King and Dr. Chris Duke will be doing a 3-hour LEAP Texas workshop at the TAMU Assessment Conference. She also mentioned that Paul Gaston will be a speaker at the conference.</p> <p>Dr. Loraine Phillips announced that LEAP Texas will be listed as an affiliate group in the SACSCOC Annual Meeting on Monday, December 8, 2014 from 6:30-8:30 p.m. The following are on the agenda:</p> <ul style="list-style-type: none"> - Chris Duke, Catherine O'Brien, and Laurel Williamson to discuss assessment of the Core Objectives at San Jacinto Community College - Loraine and appropriate others will give an update on the Lumina Grant - Russell, Laurel, and Loraine are looking for someone to discuss AAC&U's new General Education Maps and Markers—GEMS. Dr. Loraine Phillips would like for this individual to be from outside of the state. <p>Dr. Markwood stated that he was unable to attend the State's Chief Academic Officers meeting, but sent Paul Meyer in his place who distributed information about LEAP Texas. Dr. Celia Williamson indicates that Meyer did an enthusiastic job of presenting LEAP Texas.</p> <p>Dr. Loraine Phillips explained that she along with Drs. Rex Peebles (THECB), David Roach (San Angelo), and Stephen Emmons (TTU) attended the West Texas Assessment Conference and participated in the a panel to discuss LEAP Texas. South Plans College joined LEAP Texas as a result.</p> <p>Dr. Loraine Phillips indicated that Dr. Russell Lowery-Hart is submitting a request to discuss/present LEAP Texas at the upcoming American Association of Community Colleges (AACCC) convention to be held in San Antonio, April 18-21, 2015. He is also working will his Community College LEAP Texas colleagues.</p> <p>Dr. Ann Bolman indicated that she would look into getting a slot at the Texas Community College Instructional Administrators (TCCIA) meeting in June 2015.</p> <p>Dr. Dick Whipple indicated that he would look into getting a slot at the Texas Association of College Technical Educators (TACTE), which will be held in Austin in spring 2015.</p>	<p>Dr. Loraine Phillips is seeking a GEMS speaker for the SACSCOC Annual Meeting affiliate group session.</p> <p>Dr. Ann Bolman indicated that she would look into getting a slot at the Texas Community College Instructional Administrators (TCCIA) meeting in June 2015.</p> <p>Dr. Dick Whipple indicated that he would look into getting a slot at the Texas Association of College Technical Educators (TACTE), which will be held in Austin in spring 2015.</p> <p>Dr. Loraine Phillips indicated that she would review survey results from the summer 2014 forum to determine the most desirable timeframe and would report back to the Board.</p>

	<p>Dr. Loraine Phillips stated that a web presence on the LEAP Texas web site for these professional meetings was needed. She agreed to work with Ms. Hearne to make the information available online.</p> <p>Mr. Bennett asked if there would be another LEAP Texas Summer Forum. Drs. Loraine Phillips and Celia Williams both said yes. However, Dr. Loraine Phillips wondered if spring might be a better time to have the forum. She indicated that she would review survey results from the forum to determine the most desirable timeframe and would report back to the Board before moving forward with planning. Mr. Bennett indicated that Brookhaven would be willing to host again if needed. Dr. Laurel Williamson indicated that there are advantages with having it in the same location, such as familiarity with area and hotel.</p>	
--	---	--

Adjourn	Meeting adjourned at 10:03 a.m.
----------------	---------------------------------