

LEAP Texas Board of Directors Meeting

February 19, 2017
5:00 p.m. to 7:00 p.m.

Meeting Notes

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

Call to Order	Meeting called to order at approximately 5:15 p.m. by Dr. Loraine Phillips
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Agenda Item	Comments	Recommendations/ Actions/Follow-up
Sign-in	Board members signed-in.	
Review Previous Meeting Minutes from October 24, 2016	Minutes from October 24, 2016, were reviewed. Ms. Katie Rather moved to accept minutes from October. Mr. Jeff Roberts seconded the motion. Motion carried with no opposition.	Ms. Katie Rather moved to accept minutes from October. Mr. Jeff Roberts seconded the motion. Motion carried with no opposition.
Membership Update	<p>Ms. Tiffany Willis reported that current membership stands at 42 institutions, which is down from 60 institutions in the previous year.</p> <p>Mr. Roberts inquired if there were patterns in renewals and non-renewals. Ms Willis said there was no discernable pattern. She added that invoices were sent one to two months ago.</p> <p>Dr. Barbara D’Auria Lerner asked if the invoices were sent to CAOs or designated liaisons. Ms. Willis said they were sent to both the CAO and liaison, and notice was posted to the listserv.</p>	Mr. Roberts, Dr. Catherine Parsoneault, and Dr. Lewis volunteered to create and administer a survey to CAOs and assessment directors of institutions that did not renew membership to determine the reason.

	<p>Dr. Phillips said more institutions are attending the forums, but not becoming members. She also suggested that perhaps people believe their institution is already a member.</p> <p>Ms. Willis reminded the Board there was no deadline for joining the first year and that institutions now renew on the schedule when they joined.</p> <p>Ms. Audra Barrett suggested the invoices be sent to VPs of business affairs as they will reach out to appropriate persons to renew membership.</p> <p>Dr. Phillips asked if anyone could speak to why institutions are not renewing. Dr. Duke suggested that institutions do not see the benefit to them. Dr. Larry King inquired about the possibility of individual memberships. Dr. D’Auria Lerner asked if those who did not renew were surveyed. Mr. John Beaver noted that it took a persistent effort to get the membership fee paid at his institution and that perhaps other institutions are slow to pay due to their business policies. Dr. Amy Harris Tan asked if it was known how many member institutions were also members of AAC&U. Ms. Karen Mongo said it was essential to work with the administration at institutions. Dr. Rebecca Lewis said she liked the idea of surveying former LEAP member institutions. Dr. Duke said he liked Ms. Willis’ idea of having hard renewal deadlines. Dr. D’Auria Lerner said it is important to determine who values membership and assessment directors should be copied on any survey. Dr. Lewis added that perhaps faculty affairs/teaching and learning centers should also be copied. Dr. Beaver reminded everyone that TCCIA meeting is in June and that would be an opportunity to promote LEAP Texas.</p> <p>Dr. D’Auria Lerner said she would promote LEAP Texas at the TACRO meeting with a handout provided by Ms. Willis.</p> <p>Dr. Phillips noted that a biennial pay structure may be problematic for annual budgeting. Also, LEAP Forum attendees should be mailed promotional materials. Dr. Harris Tan suggested an early bird fee structure. Dr. Duke suggested partnerships with other groups for discounts on membership.</p> <p>Dr. Phillips asked who a survey would be sent to. Dr. D’Auria Lerner said CAOs and assessment directors who do not renew. Dr. Phillips asked who could help with that survey. Mr. Roberts, Dr. Catherine Parsonault, and Dr. Lewis volunteered to assist.</p>	
<p>Financial Information</p>	<p>Dr. Phillips stated that \$20,000.00 was approved as the budget for the 4th Annual Forum and actual expenses are approximately \$19,000.00. She went on to explain are 170 attendees, but the opening reception would only accommodate 60 attendees.</p>	<p>Dr. King, Ms. Katie Rather, and Dr. Duke volunteered to prepare a sponsorship packet for</p>

	<p>Dr. Phillips indicated that LEAP Texas does not currently have a sponsorship packet. Dr. King volunteered to prepare one. Dr. Phillips said she would discourage tiered sponsorships. Ms. Katie Rather and Dr. Chris Duke agreed to help Dr. King with the packet. Dr. Phillips said she needed the packet by summer.</p> <p>Ms. Willis presented the financial statements. Dr. King moved to accept the financial statements. Dr. Parsonault seconded the motion. The motion carried with no opposition.</p>	<p>future forums by summer 2017.</p> <p>Dr. King moved to accept the financial statements. Dr. Parsonault seconded the motion. The motion carried with no opposition.</p>
<p>Texas Assessment Collaborative Update</p>	<p>Dr. Duke explained that he and Dr. King collected and redacted student work artifacts to be used for the Texas Assessment Collaborative project. He also explained that earlier that day, he and Dr. King conducted a calibration session and documented interpretation of the AAC&U VALUE Rubric that will be used to assess the student work.</p> <p>After the artifacts are assessed, he and Dr. King plan to conduct webinars for the scoring group as well as for interested parties statewide to convey information about the process, including inter-rate reliability calculations, and results. This information will also be shared on the LEAP Texas listserv.</p> <p>Dr. King reported that seven institutions participated by contributing 513 student work artifacts. Four hundred of those artifacts were selected for assessment. Scorers are from eight institutions volunteered to assess the student work artifacts.</p> <p>Dr. Phillips added that robust inter-institutional assessment was one of the foci of the Texas Assessment Collaborative.</p> <p>Dr. D’Auria Lerner asked how many community colleges participated. Dr. Duke said there were three 2-year institutions and four 4-year institutions.</p> <p>Mr. Roberts said he was interested in participating, but if the information only went to CAOs, it may not filter down. Mr. Roberts and Dr. Blum also agreed that timing was important for requesting participation.</p>	
<p>Faculty Fellows Update</p>	<p>Dr. Phillips said there was a Faculty Fellows retreat in November 2016.</p> <p>Dr. Jeanne Tunks from the University of North Texas will conduct assignment institutes in summer 2017. The application for faculty to participate is already posted online with the end goal of creating an assignment library for social responsibility. Three institutes are planned for the summer with room for six faculty</p>	

	<p>members per session for a total of 18 faculty. A stipend of \$200.00 will be provided (does not included travel) with breakfast and lunch provided. The sessions will be held June 22-23 in the Dallas-Fort Worth area, June 26-27 in Houston, and June 28-29 in San Antonio. The deadline for faculty to apply is March 24, 2017.</p> <p>Dr. Doyle Carter from Angelo State University is producing a series of four white papers about pedagogy and the VALUE Rubrics.</p> <p>Dr. Jennifer Edwards from Tarleton State University is working on high impact practices (HIPS) and social media. She will post on online media book about HIPS.</p> <p>Dr. Nakia Pope from the University of Texas Health Science Center in San Antonio is working on DQP at the macro level by producing a faculty guidebook for moving jargon to practice.</p> <p>Dr. Jonathan Lee from San Antonio College is looking at DQP on the micro level. He is partnering with Texas A&M University-San Antonio to outline each step from community college to the university for History majors.</p> <p>Core Objective Event Weeks are planned and scheduled: Personal Responsibility - February 20-24, 2017 with a Twitter session from 8:00-9:00 PM Critical Thinking – April 24-28, 2017 Communication – July 10-14, 2017 Empirical and Quantitative Reasoning – October 9-13, 2017</p> <p>Dr. Phillips noted the terms of the fellowships. Dr. Lee’s fellowship is from August 2016 to August 2017. Dr. Edwards and Dr. Carter as well as assessment fellows Dr. King and Mr. Duke will serve until August 2017. Dr. Pope and Dr. Tunks will serve until 2018. Dr. Phillips said further work into 2018 will need to be identified. She emphasized that the Board will need to be clear moving forward and what we want from the Fellows.</p>	
Non-profit Status	<p>Dr. Phillips reminded the Board that LEAP Texas previously had a MOU with Texas A&M-Corpus Christi. Now LEAP Texas has an MOU with the University of North Texas, but needs to be a non-profit.</p> <p>Dr. King moved to empower Dr. Phillips with a \$1,000.00 budget to pursue non-profit status. Dr. Parsonault seconded the motion. The motion carried with not opposition.</p>	<p>Dr. King moved to empower Dr. Phillips with a \$1,000.00 budget to pursue non-profit status. Dr. Parsonault seconded the motion. The motion carried with no opposition.</p>
By-laws Update	<p>Dr. Lewis presented draft revisions to the by-laws that pertain to terms of office and elections. The logic behind the proposed changes is to update the by-laws to follow current practices. Also, to allow the Board the flexibility it needs to maintain interested</p>	<p>Dr. Parsonault moved to table the by-law revision discussion as it related to terms of</p>

	<p>and motivated leadership.</p> <p>Dr. Blum indicated she liked the direction of the proposed by-law changes.</p> <p>Ms. Willis noted that by-law amendments must be taken to the membership for vote.</p> <p>Dr. Parsonault moved to table the by-law discussion as it relates to terms of office and elections.. Dr. Beaver seconded the motion. The motion carried with Dr. Lewis in opposition.</p>	<p>office and elections. Dr. Beaver seconded the motion. The motion carried with Dr. Lewis in opposition.</p>
Upcoming Elections	<p>Dr. Lewis indicated that elections were coming up and that a call for officer and board member nominations would go out shortly after the forum. She also noted the members with terms ending May 31, 2017. The position of secretary and treasurer would be open as well as three board positions representing 2-year institutions and three board positions representing 4-year institutions.</p>	<p>Dr. Lewis will send out the call for officer and board member nominations shortly after the forum ends.</p>
Final Version of Equity as a Pillar in out LEAP Texas Mission, Vision, and Foci for posting	<p>Dr. Phillips noted that she did not receive any feedback on the proposed revised version of LEAP Texas mission statement.</p> <p>Dr. Lewis asked if the mission was part of the by-laws. After determining that it was not, Dr. King made a motion to move the mission and vision statements out of the by-laws document. Dr. Lewis seconded the motion. The motion carried with no opposition. Ms Willis will separate the mission and vision into a separate document from the by-laws.</p> <p>Dr. Parsonault brought up concerns that the vision statement focus had shifted from students to institutions, and that there is a focus on public institutions.</p> <p>Dr. Harris Tan volunteered to continue working on the mission and vision statement and will initiate an electronic discussion among those who prepared the current proposed draft.</p>	<p>Dr. King made a motion to move the mission and vision statements out of the by-laws document. Dr. Lewis seconded the motion. The motion carried with no opposition. Ms Willis will separate the mission and vision into a separate document from the by-laws.</p> <p>Dr. Harris Tan volunteered to continue working on the mission and vision statement and will initiate an electronic discussion among those who prepared the current proposed draft.</p>
Next Forum – 5th Annual LEAP Texas Forum	<p>Dr. Phillips stated that she feels the forum is now strong enough to be moved to a hotel conference.</p> <p>Dr. Harris Tan suggested using the University of Houston Hilton, which is student run. Ms. Mongo suggested referring to the event</p>	

	<p>as a conference as that may be more appealing to a broader audience.</p> <p>Dr. Phillips indicated that there were less than 100 attendees last year and there are 170 attendees this year, due in large part, she believes to Mr. Roberts work on the call for proposals.</p> <p>Dr. Phillips expressed her gratitude to Ms. Mongo and El Centro College for hosting the 4th Annual LEAP Texas Forum.</p>	
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Adjourn	Meeting was adjourned at 7:33 p.m. by Dr. Phillips.
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