

LEAP Texas Board of Directors Meeting

August 4, 2015

11:30 a.m. to 2:30 a.m.

Stephen F. Austin University, Nacogdoches, Texas 75962, President's Suite B

Meeting Notes

Present	Not Present	Guests
John Beaver David Billeaux Larry King Barbara Lerner Rebecca Lewis Loraine Phillips Kathryn Rather David Roach (for Catherine Parsoneault and Gary Elbow) Dick Whipple Laurel Williamson	Rodger Bennett Ann Bolman Gary Elbow Russell Lowery-Hart Catherine Parsoneault Pat Williams Celia Williamson	Susan Albertine Sharon Bailey Doyle Carter Mo Cuevas Jennifer Edwards Tiffany Hearne Lana Jackson Karen Mongo

Call to Order	Meeting called to order at 12:07 p.m. by Dr. Loraine Phillips
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Agenda Item	Comments	Recommendations/ Actions/Follow-up
Sign-in	Board members identified themselves.	
Introduction of Faculty Fellows and New Board Members	Dr. Phillips introduced the Faculty Fellows; Doyle Carter, Mo Cuevas, Jennifer Edwards, and Lana Jackson. Dr. Phillips announced that Dr. Ann Boleman had accepted a presidency position in another state and will no longer be a Board member. Dr. Phillips introduced new Board members; Dr. John Beaver, 2-year representative from Blinn College, Dr. David Billeaux (Treasurer) from TAMU-CC, and Dr. Rebecca Lewis (Secretary) from UT Arlington. Dr. Phillips reminded the Board of LEAP Texas three foci.	
Approval of Minutes from April 20, 2015	Dr. Phillips presented the minutes from the previous board meeting and asked if there was discussion or a motion to approve. Dr. Laurel Williamson moved to accept the minutes as presented. Dr. Larry King seconded the motion. The motion carried with no opposition.	Dr. Laurel Williamson moved to accept the minutes as presented. Dr. Larry King seconded the motion. The motion carried with no opposition. Dr. Rebecca Lewis will send the Minutes to Ms. Tiffany Hearne to be posted on the LEAP TX

		web site.
Financial Report	<p>Ms. Hearne provided a more up to date financial report than that which was originally included in the meeting agenda packet (and sent via email prior to the Forum). The most recent report is current as of August 2, 2015.</p> <p>Two things of note about the report, 1) there has been only a small use Faculty Collaboratives funds, and 2) not all expenses from Forum are accounted for on the report.</p> <p>Dr. Phillips asked if there were any questions or discussion of the financial report or a motion to approve. Dr. King moved to accept the financial report as is as of August 2, 2015 and Ms. Katie Rather seconded the motion. The motion carried with not opposition.</p>	<p>Dr. King moved to accept the financial report as is as of August 2, 2015 and Ms. Katie Rather seconded the motion. The motion carried with not opposition.</p>
Faculty Collaboratives Overview	<p>Dr. Phillips introduced members of the Steering Committee; Dr. Sharon Bailey and Karen Mongo. Dr. Catherine Wetzel is a contributor, but also busy in a new position as Executive Dean of STEM at Brookhaven College. Dr. King served as Board member representative. Dr. Celia Williamson served until June 30, 2015.</p> <p>Dr. Mongo described the process used to narrow Faculty Fellow selection. She indicated there were applicants from various types of 2-year and 4-year institutions. There was also geographic diversity in the applicant pool.</p> <p>Although there were numerous good applicants, the top five stood out to each member of the Steering Committee. There were a total of 30 applicants and one who withdrew application.</p> <p>Dr. Bailey noted that it was important to select Fellows that represented the entirety of state and not concentrated in any particular region.</p> <p>Dr. Phillips explained that the task for the Steering Committee was not a smooth ride because of the challenges of determining what Faculty Fellows should be doing, what that would look like, how to do it, and the role equity should play in all that.</p> <p>Five Faculty Fellows were selected, one for each of the five initiatives the Steering Committee chose to highlight, 1) DQP-Tuning, 2) GEMS, 3) High Impact Practices, 4) AAC&U VALUE Rubrics, and 5) assignments. Dr. George Siemens, Hub Director has suggested a month-on, month-off model for Faculty Fellows to work within to allow a month of learning and then a month of processing, evaluating, and operationalize the learning. Dr. Phillips added that another Fellow will be selected to head up an assessment initiative.</p> <p>Dr. Susan Albertine described the current state of the broader Faculty Collaboratives initiative. She said all five states have been</p>	

	<p>doing what Dr. Phillips had described. All Faculty Fellows projects have been combined into a matrix to see where clusters have emerged so cross state connections can be made among participants. Pat Hutchings is heading up the assessments cluster. A blogger for each state has been identified to work with Dr. Albertine in posting information and progress on the Faculty Collaborative project. Dr. Edwards is the blogger for Texas.</p> <p>Dr. Albertine went on to say that AAC&U is determining ways to move resilient and sustainable faculty professional development into the future and trying to determine what it will look like. It will have a web presence and library. A communication plan is needed as well as a way to report socially on what is going on.</p>	
<p>Brainstorm State Plan for Faculty Collaboratives</p>	<p>Dr. Phillips opened discussion to the Board about what they would like to see come from the Faculty Collaboratives project.</p> <p>Dr. King indicated he would like the core to be a valuable and meaningful and assessed in an efficient and effective way. He is concerned about the assessment of teamwork and would like to have resources to assist with that. He added that he would be disappointed to not use the Faculty Collaboratives project as a way to elevate the core curriculum.</p> <p>Dr. Billeaux said he would like to see the Faculty Collaboratives project stimulate innovative ways to assess and deliver the core curriculum and agrees with Dr. King.</p> <p>Dr. David Roach likes the idea of having a repository with ideas of how to implement the core curriculum. He would also like to see the project facilitate dialogue and perhaps dialogue across disciplines. He added that LEAP Texas is uniquely positioned to facilitate this.</p> <p>Dr. Learner indicated that she would like to bring one or more of the faculty fellows to UEAC. She feels there is potential for the UEAC to become complacent, but the Faculty Collaboratives project is an opportunity to negate complacency. She added that eventually there will be results from the assessment of the core curriculum, but there is a need to maintain momentum.</p> <p>Dr. Williamson sees the Faculty Collaboratives project as a way of maintaining a defensive posture for the core curriculum, which is needed to allow robust avenues for institutions to make the core curriculum their own. The core curriculum needs to be defended as an important part of education.</p> <p>Dr. Phillips stated that the idea of a repository is consistently coming up in the discussion and that is the expectation of the hub.</p> <p>Dr. Mongo expressed concerns about how to assess the core</p>	

	<p>curriculum and that it will be important to answer peoples questions about that.</p> <p>Dr. Bailey indicated that she brought multiple faculty with her to the Forum and they seemed excited. She indicated that she would like the Faculty Collaboratives project to be accessible in an easy way to those who need it.</p> <p>Dr. Phillips added that is not enough to have a repository, but to have more resources.</p> <p>Dr. Learner brought up a concern about awareness of LEAP Texas. She indicated that there seems to be an association of LEAP Texas with assessment and not faculty development. Dr. Phillips agreed that there is a need to help move the perception away from LEAP Texas as an assessment organization. She also added that membership calls do go out to chief academic officers.</p> <p>Dr. Albertine added that she is hearing people ask the Faculty Fellows to keep focus on the core curriculum and in core areas. Dr. Phillips indicated that specific core curriculum questions could be taken to the Faculty Fellows. Dr. Albertine suggested sending these problems to Faculty Fellows with a focused assignment.</p> <p>Ms. Rather said she would like the Faculty Fellows to provide resources that she could provide to the faulty on her campus, especially as it pertains to assessing the core curriculum.</p> <p>Dr. Beaver expressed his concern about losing liberal education and he would like to see LEAP Texas and the Faculty Collaboratives project be a stay against deterioration of the core curriculum and would like to see both entities as legislative avenues.</p> <p>Dr. Lewis said it was important the Faculty Collaborative project have a public face in the form of a web presence. Dr. Phillips added that Dr. George Siemens refers to that as a digital identity.</p> <p>Dr. Learner added that she would like the faculty fellows to generalize out what they do on their own campuses and be a bridge to other institutions taking their knowledge about core curriculum and assessment based on sound teaching practices.</p>	
<p>Discuss Draft Budget for Faculty Collaboratives</p>	<p>Dr. Phillips and the steering committee will use the ideas generated from the brainstorming discussion to operationalize objectives for the Faculty Collaboratives project and align those objectives to the budget. She will then present the budget to and obtain approval from the Board.</p>	<p>Dr. Phillips and the steering committee will use the ideas generated from the brainstorming discussion to operationalize clear objectives for the Faculty Collaboratives project and align those</p>

		objectives to the budget. She will then present the budget and obtain approval from the Board.
Summary on Integrative Learning Institute	Dr. Phillips called the Board's attention to the written summary on the Integrated Learning Institute. Great work was done by the University of North Texas, Collin College, and Dallas County Community College District, and they presented at the 2 nd Annual LEAP Texas Forum.	
Board Member Vacancies	<p>Dr. Lewis explained there are currently two Board vacancies and both position terms are set to expire in May 2017. She further explained that the by-laws do not account for how to handle board member vacancies. She presented a couple of options of how to handle the vacancies and opened it for discussion by the Board.</p> <p>Option - For a vacancy that occurs and there is more than six months until the new call for nominations, then a special election would be held to fill the position. Procedures would be the same as those of regular elections, but with a compressed time frame. Four weeks to gather nominations and an additional two weeks for voting.</p> <p>Option - For a vacancy that occurs and there is less than six months until the call for nominations, then the positions could either be left vacant or a replacement could be appointed.</p> <p>The Board agreed that vacancies with more than six months left in the term should be filled by special election. The Board also agreed that vacancies with less than six months until call for nominations could be filled by appointment, but there were questions about how appointments would be handled. Dr. Williams suggested the Chair make the appointment recommendation, which would be approved by the Executive Committee of the Board. The Chair would also have the option to leave the position vacant.</p> <p>Dr. Williamson moved to add to the by-laws as discussed. Dr. Learner seconded the motion. The motion carried with no opposition.</p> <p>Dr. Lewis will write the by-laws addition for Board member vacancies.</p>	<p>The Board agreed that vacancies with more than six months left in the term should be filled by special election. The Board also agreed that vacancies with less than six months until call for nominations could be filled by appointment, but there was concern for how appointments would be handled. Dr. Williams suggested that the Chair make the appointment recommendation to be approved by the Executive Committee of the Board. The Chair would also have the option to leave the position vacant.</p> <p>Dr. Laurel Williamson moved to amend the by-laws as discussed. Dr. Learner seconded the motion. The motion carried with no opposition.</p> <p>Dr. Lewis will write the by-laws addition for Board member vacancies.</p>
Professional Writer	Dr. Phillips explained that other states that are part of the Faculty Collaboratives project work out of a state office and the tasks associated with the project are completed as part of someone's	Dr. King moved to allow the Chair to hire a professional writer with

	<p>job. The voluntary nature of LEAP Texas can impede the progress that is made on the written tasks that must be accomplished. She has come to the Board to ask for their support in hiring a professional writer on an ad hoc basis. She presented a draft job description with a proposed maximum hourly pay rate of \$35 per hour. She also noted two upcoming writing projects that need attention; the call for an assessment professional and the LEAP call for new membership. Dr. Phillips indicated that the majority of the Faculty Collaborative Steering committee was on board with her recommendation.</p> <p>Dr. Phillips proposed that the writer would be paid from funds allocated to the particular task.</p> <p>Dr. King moved to hire a professional writer at the rate of \$35 per hour.</p> <p>Dr. Bailey asked if the hired writer would need to travel. Dr. Phillips said it would not be necessary. Ms. Rather asked if the Board would review the written products prior to dissemination. Dr. Phillips said in some cases yes, but currently not all written products are review by Board prior to dissemination and she expected that practice to continue depending on the nature of the written product.</p> <p>Dr. Beaver asked how many hours would be allotted for writing. Dr. Phillips said it would depend on the written task. Dr. Learner suggested putting a \$6000 budgetary limit on the amount that could be spent paying a professional writer. Anything beyond \$6000 would go to the Board for approval. This should also be added to the professional writer job description.</p> <p>Dr. Williamson suggested leaving the professional writer hiring decision at the sole discretion of the Chair.</p> <p>Dr. King revised his initial motion and moved to allow the Chair to hire a professional writer with a spending cap of \$6000 unless approved by Board. Dr. Billeaux seconded the motion. The motion carried with no opposition.</p>	<p>a spending cap of \$6000 unless approved by Board. Dr. Billeaux seconded the motion. The motion carried with no opposition.</p> <p>Dr. Phillips will amend the job description and hire the professional writer.</p>
<p>New Call for Membership</p>	<p>Dr. Phillips asked the Board for suggestions on how to circulate the new call for membership.</p> <p>Dr. Beaver asked how many institutions are currently members and what is the membership goal. Dr. Phillips said there are currently 60+ members and the goal is to maintain the current level of membership.</p>	

<p>Upcoming – Professional Meetings</p>	<p>Drs. Catherine Parsonault and Doyle Carter will each be making presentations at the West Texas Assessment Conference in October 2015.</p> <p>Dr. Phillips mentioned that she would like to schedule the next forum at the same time the Texas A&M University (TAMU) Assessment Conference used to be.</p> <p>Dr. Phillips indicated that LEAP Texas already has reserved space as an affiliate group at the SACSCOC Annual Meeting in Houston in December 2015.</p>	
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<p>Adjourn</p>	<p>Meeting was adjourned at 1:50 p.m.</p>
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