



Association of Chief Academic Officers

Board Call
May 19, 2016

Attending: Laura Niesen De Abruna
April Mason, Karan Powell, Martha Potvin, Michelle Behr, Risa Palm, Chaouki Abdallah, Rick Miranda, Barbara Lyman, Roderick Nairn, Steve Miles

ACE – Jim Sirianni joined the call at 3:22 P.M.

ACAO Staff: Theresa Gibbon

Meeting Minutes

President de Abruna called the meeting to order.

Action: Approve the minutes from 04/21/2016 – Motion to approve moved and seconded. Laura mentioned that the edits to the By-Laws are not included in current version, and that they will be added. Pending these changes, the minutes are updated and approved.

New Programming Ideas – BJ Reed and Jim Sirianni (both were unable to be on the call at 3:00)

President de Abruna explained the need to narrow the topics down to 3 so that BJ and Jim can start to identify who might be able to speak on the chosen topics. The speakers and topics have to be approved by ACE, which will also handle the logistics.

Directors reviewed and provided feedback on the following topics: (items highlighted in red were discussed during our meeting)

1. Development/Fundraising: How do CAOs most effectively work with university development campaigns?
2. **AP and Dual Credit**
 - What are the required qualifications for faculty members?
 - What is the role of the regional accreditor in determining quality?
 - How can CAOs develop programming online that would provide subject matter content for students across campuses?
 - What can we do to help prepare universities? Faculty?
There are 6 regional accreditors. Ideas need to appeal to all of these groups.

3. Transferability of Credit Issues

- International Baccalaureate credit

4. Dealing with difficult faculty members

5. Engagement of academics in Enrollment Management

- How to get faculty members more involved in Enrollment Management

6. Transition from provost to president - successful practices

7. How to manage the variety and quantity of demands on Provosts' time

8. Honoring relationships between Academic Affairs/Athletics

Action: Directors will consider these topics and rank them. These rankings will be sent to the ACAO staff.

Summer Retreat Agenda

President de Abruna called for topics of discussion at the summer retreat.

Directors discussed potential ideas and observed that a presentation similar to last summer's would be helpful and interesting. Jim Sirianni agreed to try to find a speaker for the summer retreat. Perhaps ACUE should present at the summer retreat – demonstrate a module? Perhaps a continuation of the discussion of on-line delivery of faculty development?

It was suggested that a policy regarding what issues go before the members and what issues are addressed solely by the board be created and finalized at the summer retreat.

Action: Directors are requested to submit recommendations regarding presenters and topics asap.

AMC Contract Renewal

Action: Laura agreed to report back regarding the conversation with AMC Source.

E- List Promotion ideas –How can we get more people involved?

- Upcoming Topics:
 - Personnel issues
 - CAO as COOs
 - Working with Chief Business Officers
 - Alternative Transcribing

- Establish a thread on FSLA

The e-list has not taken off, and we want to find ways to make it work. We need to have more of a push than a pull in terms of discussion topics. Is it possible to receive a digest of topics once a week? The e-list is hard to find on the website.

This is a topic to talk more about at the retreat July 1. Bring what works with other listservs we are a part of. Also ask IT folk for up and coming strategies for engaging as such.

Action: Theresa will put together a report summarizing different approaches available through the Memberclicks technology, including monitoring the thread if it is moved in front of the login wall. Possibilities include:

- Auto subscribe members
- Weekly marketing email
- Remove login requirement

PAHENA – letter of support from ACAO – April Mason Nothing to report at this time.

Strategic Plan Implementation – to be discussed at the retreat.

Action: Bring assigned portions to the retreat.

By-laws amendment regarding the ACAO policy for taking a position on political issues – Rick Miranda, Risa Palm, and Paul Starkey will walk us through this at the retreat. There is a need to determine who decides what we represent.

Library Consortium – Martha Potvin reported on the escalating costs of journals. Discussion ensued regarding cost sharing among universities and restrictions on this process. Is there anything we can do about it? If we have responses regarding what we do at our institutions perhaps we can discuss this at our retreat under the resources session.

Action: Bring ideas and suggestions to the retreat for a document for the resources page.

Completed: Items below are listed, not endorsed

- ACUE listed on ACAO Resources Page
- PAHENA listed on ACAO Resources Page
- NAFSA listed on ACAO Resources Page

Committee Reports:

Membership / New Members – Nothing to report at this time.

Nominating – April is chair as past president. April was approved by vote of acclimation.

Action: Update the website.

Communications – Dori Helms – Nothing to report at this time. Volunteers will participate as committee members without being board members.

Action: Laura will invite interested parties to be members of the committee. If she finds someone who is willing and able to become the chair of the committee, that individual will become a member of the board. This group will work with ACAO staff on the listserv.

Programming – BJ Reed – Already Discussed.

By-Laws – Wendy Wilkins is uncertain if she has been appointed the chair. We changed the By-Laws so that those who are not currently board members can chair.

Action: Update the web site.

Reminder on Retreat Logistics. RSVP – substitutes will be able to attend if ACAO board member is unable to attend. RSVP to Theresa whether attending or not so names can go to ACE to be put on a security list. Martha Potvin will become the Provost at Springfield College, and Springfield will be a new member; Laura de Abruna will become the Provost at York College of Pennsylvania. Send all update emails to Theresa.

Adjourned at 4:00 PM