

**ACAO Board of Directors Winter Retreat**  
Offices of AMC Source  
North Palm Beach, FL

Monday, January 30, 2017

Presiding: Laura Niesen de Abruna

Present: B. J. Reed, Paul Starkey, April Mason, Rick Miranda, Martha Potvin, Connie Johnson, Michaela Whelan, Kevin Carman, Carol Parker

Guests: Jim Sirianni, Casey Green (Program Director, ACAO Gates Grant) and Jim Ptaszynski, Senior Fellow, Postsecondary Success, Bill & Melinda Gates Foundation

8:30 A. M. Laura called the meeting to order.

**December 19, 2016 Minutes approved** – April Mason moved to approve the minutes. Kevin Carman seconded the motion. Motion passed.

**Laura began the meeting with several items:**

- The possibility of creating a joint ACAO/NADOHE statement regarding the current administration's immigration policies.
- NADOHE is looking for a CAO to participate on the NADOHE panel session at the ACE meeting in March.
- Request for any of the current ACAO Board members to participate on a sub-committee (the Senior Leadership Group) for the Digital Fellows Project.

**ACAO Gates Digital Fellows Grant.**

Jim Ptaszynski presented an overview of the Gates Foundation, including a brief history of its roots and how it has become involved in its current support of institutions to improve graduation success rates for at risk students.

Casey Green explained his role in the Digital Fellows Project as Program Director and outlined the timeline for the grant for the next 18 months.

Laura explained that the grant project is, in part, a professional development plan for Chief Academic Officers. She further explained that the project will begin initially with 30 fellows but has the long term goal of being scaled to a national level in order to touch as many CAOs as possible.

Discussion ensued, with several questions being addressed.

April Mason: How do we scale the project to reach CAOs nationally?

Laura: With the support and assistance of APLU, ACE, CIC and similar organizations. The Digital Fellows Program will approach such organizations (public and private) in order to schedule workshops to present findings and best practices in the uses of digital courseware and adaptive learning. Rick Miranda suggested that ACAO include state contacts in addition to national organizations. Casey Green asked that board members network with colleagues to assist in the identification of candidates for the fellowship.

BJ Reed asked if a “Train the Trainers” approach could be implemented, so that the fellows would be able to bring the information learned back to the campus. He suggested that a team will be needed on each campus to make the change happen, with the trained provost as its leader. He also commented that there will need to be a Student Affairs link to the projects to ensure a full approach to persistence to graduation. Connie Johnson commented that the mission of the institution will impact how this rolls out. Schools with open enrollment continue to struggle and need these tools more than others. Martha Potvin suggested that teaching and learning centers are the best vehicles to convey messages from Provosts to the faculty.

In terms of the selection of the fellows, Laura explained that there are several key elements that will be taken into consideration, including: 1) Looking for a mix of institutions, 2) the number of Pell students, 3) Community Colleges and schools that have a clear interest in persistence to graduation. Discussion continued regarding how to recruit and select participants, as well as how to help participants manage existing campus resources once back on campus.

The Senior Leadership Committee will be chaired by Laura and will report to the board on a regular basis during the board’s monthly phone calls.

### **Strategic Plan operationalization**

April identified Membership Benefits as the primary area to address. Laura called for board members to form working groups so as to begin to move forward. Jim Sirianni, Rick Miranda, and Carol Johnson agreed to work together on this initiative.

April stated that ACAO needs to continue to develop a relationship with the ACE Fellows Program and with the leadership training of chairs and deans.

Laura asked for a list of organizations that ACAO might approach to offer to provide mentoring at their sessions. It was agreed that Laura will approach CIC and that Kevin will approach APLU. BJ asked Directors to email him with suggestions of organizations that ACAO should contact.

Discussion continued regarding membership benefits such as:

- Workshops on topics of interest to new and potential Provosts.
- Providing resources around issues in higher education
- Volunteering to mentor new CAOs
- Blog
- Conference Connections

Jim commented that ACE paid for a list identifying CAOs – *The Higher Education Directory*. Laura suggested that ACAO become a member and get a list of active CAOs. She also suggested that a handwritten note and gift welcoming provosts to new position would be a great way to introduce ACAO to possible new members. It was also suggested that a local member of ACAO reach out to a new provost on a nearby campus to offer support.

Laura suggested that ACAO should start to offer workshops at the ACE Annual meeting, or before or after the meeting. Jim Sirianni suggested that a pre-conference workshop would be better attended than a post conference workshop. He also suggested that theme-based events work better than role-based events. Laura suggested that the first workshop in March 2018 be focused on digital pedagogy using funding from the Gates Foundation Project.

**Electronic balloting:** It has been approved for the election of the board directors.

### **Membership:**

The board felt that it should develop a marketing plan to entice community colleges to become more engaged with ACAO. This plan would include changing the price of membership for small, medium, and large institutions to \$300, \$400 and \$500, with a multi-year discount available. There was a subsequent proposal to lessen the fees to \$200, \$300 and \$400 annually, which was then approved. Theresa will update the website to reflect this change.

### **ACAO/NADOHE Statement:**

There was a brief discussion of the joint statement made in response to the current administration's immigration policy.

NADOHE has also requested a Joint Webinar to discuss how institutions of higher education were going to address unrest on campuses. Discussion ensued regarding student organizations and their influence on campus.

### **Membership Engagement Presentation.**

Melissa Balsan provided the following suggestions for Board consideration:

- Maintain an active website.
  - Update events calendar.
  - Update a page of copy (add a bio)
  - Update a blog.
  - Create and maintain a LinkedIn account

Discussion ensued centering around what our message is, who will generate this message, and how best to identify and reach the appropriate CAO audience.

It was decided that ACAO will reach out to retired Provosts to serve as mentors, to stay engaged, and to serve as Senior Fellows and curators of information.

Melissa suggested that ACAO make use of retired CAOs in two ways: 1) be available for conversation, 2) craft and summarize advice and information to share on the ACAO website.

It was decided that an Advisory Board or a subcommittee might work best, including a special session during which these volunteers join the board conversation. It was suggested that there be a symbol of recognition such as a lapel pin email with @acao.org and online digital badges for use on the social profile.

Adjourn – 2:45 P. M.