Administrators’ Institute Advisory Board Meeting
October 8, 2013

Attendees: Bill Torgler (Chair), Stephanie Hands (In-coming Chair); Karen Archambault, WillaMarie Jackson, Erin Justyna-Hayes; June Marlow; George Steele (representing Seminar); Jennifer Rush (EO Liaison); Charlie Nutt

Introductions
Thank you to outgoing
Introduction of Stephanie Hands as incoming Chair

Review of 2014 Institute
- Faculty
- Mentees - review of 2013 pilot and introduction of 2014 mentees
  - Advisory Board is listed in President’s report as a piloting board for mentee project
- Feb 6-8, 2013; Albuquerque, NM
- Continuing the Aspiring Administrators opportunities
  - Gathering prior to event
  - Roundtable
  - Do not want to do tracks as it may alienate experienced attendees
  - Pins developed to help identify Aspiring/New attendees
  - Roundtable – revamped
    - Subjects/Topics became evident through 2013 roundtables
    - Looking at setting up areas where these key topics can be shared
    - Ask in advance on listerv for help on topics to the experienced Admins; what topics are of interest; what do newbies need to know in year two, three etc.

Review of 2014 Seminar
- Faculty review
- Topic – Technology
- George Steele invited to present as lead faculty
- The seminar will tie technology into Assessment
  - Intent, Delivery, Assessment
    - Look at Process Delivery Outcomes and what tech is being used to gather this data
    - Look at Student Learning Outcomes and what tech is being used to gather this data
  - This is not to introduce the latest and greatest technology

Review of End of Year Report for 2013
Potential 2014 Goals
- Promote how faculty are selected
  - Current faculty are the same as many years past
  - Need to be transparent as to why the faculty were selected, highlight their skill set
    - Web site – why they were selected, brief bio highlighting their contribution to the event in hand
      - “X was selected because s/he has experience in XXX”
      - Use the faculty expertise list
    - Add abstracts to the schedule on the web
  - Seeing the same names is off-putting to participants
  - Mentee/Mentor is the start of this process
- Illustrate why you need to come via Action Plans (not full plans, but 1 line on end result) instead of the fluffy quotes
- Follow up at X time; small group faculty member touches base with group to see how/if things were implemented
  - Survey; what value did you receive from the Institute; did you implement and did it work for you; etc.

Copyright issues -- Charlie – board please consider the following as work for the board to consider
- Require NACADA Copyright
- Faculty signs contract stating they will not use NACADA materials
Board presents thoughts to Chair; Institute chairs will then meet to provide a consistent message across all the Institutes

- Faculty should sign a “Non-Compete” clause
- Since they are being compensated by NACADA for the materials they should not get compensated again for work NACADA paid them for
- Academic Freedom argument
- Spelling it out in the contract makes it clear; no question
- What if the materials were developed prior to contracting to be faculty
- Should not be so narrow that it prevents working with associations that we partner with (allied members); is it just for those events making a profit?
  - Where is it being taken; used should be considered
- Permission clause to use our materials within the context of promoting education/learning
- Both non-compete clause and copyright protection are needed with an opportunity to ask for permission to present at a non-competitive organization

**Tabled for future meetings** – November Adobe Connect Meeting

- Criteria for faculty
- Review of new board goals and how Advisory Board complements those
- Annual Conference Pre-conference workshop – take over?