

# AZACTA Agenda & Meeting Minutes

Date & Time:	12/03/2024
Meeting Link:	Join from PC, Mac, iOS or Android: <a href="https://cochise.zoom.us/j/98714387045">https://cochise.zoom.us/j/98714387045</a> Password: 727296 Or join by phone: +1 253 215 8782 (US Toll) or +1 346 248 7799 (US Toll) Meeting ID: 987 1438 7045 International numbers available: <a href="https://cochise.zoom.us/u/acyVfv36V0">https://cochise.zoom.us/u/acyVfv36V0</a> Or join from a Conference Room system: Dial: 162.255.37.11 (US West) or 162.255.36.11 (US East) Meeting ID: 987 1438 7045 Password: 727296
Important links	<a href="#">AZACTA Shared Drive</a> (includes previous meeting minutes) <a href="https://azacta.org/">https://azacta.org/</a> <a href="#">AZACTA list serv (public email group)</a> <a href="#">AZACTA sponsor contacts</a>
Attending:	Becky Westby, Heather Gijanto, Nancy Stufflebeam, Holly Baynes, Donna Krieser, Rachel Lievrouw

## Agenda Items:

## Treasurer's Report

	A	B	C	D	E	F
1	AZACTA Bank Account					
2						
3						
4	Beginning Balance	10/1/2024				\$ 3,782.74
5						
6	Expenses					
7						
8						
9	Total Expenses					
10						
11	Income					
12	GoDaddy			\$14.26		
13						
14						
15	Total Income				\$ 14.26	
16						
17	Current Balance	12/3/2024				\$ 3,797.00
18						
19	Donna Krieser Treasurer					
20						
21						
22						
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[https://docs.google.com/spreadsheets/d/1ANiCUedwGakoQrM2IzodaxF- Ar mWaN3Uab07CEb7w/edit?usp=drive\\_link](https://docs.google.com/spreadsheets/d/1ANiCUedwGakoQrM2IzodaxF-Ar mWaN3Uab07CEb7w/edit?usp=drive_link)

1. Follow Up on last meeting for any updates:
  - a. Location for Hotels/Possible restaurants for the conference—we need free parking and free breakfast
  - b. **Heather** will continue to research hotels
    - i. Confirm any perks, parking, breakfast, etc.
    - ii. Restaurants - Becky verified these are the only Buffet options
      1. Hibachi Grill - Asian-RW
      2. R&R Pizza - Buffet-RW
    - iii. Will post Agenda and Minutes to website
      1. **Rachel** to follow up with Holly to confirm
  - c. Testing center videos

- i. **Fantastic Video Ashley!!**
  - 1. **Come up with the next volunteer (January)**
    - a. **Status?**
      - i. **Nancy** volunteered for November, will send movie to **Heather** upon completion
      - ii. **Heather** volunteered for December
      - iii. **Will need volunteer for February**
        - 1. **Will ask for volunteers from DL, if none, Rachel** will volunteer Rio
    - 2. **Heather** will send videos to DL
- d. **Nancy** to send **Heather** Kudos to DL (congratulations to Heather!)
- e. **Length of conference (1 day, 1.5 day, or 2 days)**--Holly indicated that what would work best for her group is to have a 2 day conference, with a full day the first day (but with a later start time so people have time to drive in) and a half day the second day. Her group would need to leave after lunch on the 2nd day, but the rest of us would still be able to do the optional fun "touristy" activity after lunch.
  - i. **Here's a draft schedule that might work:**
    - 1. Day 1 is full day, but with a late start (maybe from 12 p.m. to 8 p.m.). We will have snack bags, water, and coffee available, but not provide lunch. We'll have buffet dinner/networking event (maybe from 6 to 8 p.m.) at the restaurant.
    - 2. Day 2 is half day (maybe from 8 or 9 a.m. to 1 p.m.). We'll have snack bags, coffee and water available again. We'll have buffet lunch at restaurant (maybe from 12 to 1 p.m.). We can have our optional fun "touristy" event together after lunch for those who are able to stay.
- f. **List of Possible presenters?**
  - i. **Here's the link to the list of confirmed presenters so far:**  
[📄 2025 AZACTA Conference Sessions confirmed](#)
- g. **Meal Ideas**
  - i. **Wednesday Evening Networking Dinner - Buffet**
    - 1. <https://www.rrpizzaexpress.com/>
  - ii. **Thursday Morning - Breakfast at Hotel/Light Breakfast Catered**
    - 1. <https://cochisecollege.catertrax.com/>
  - iii. **Thursday Lunch - Buffet**
    - 1. <https://www.yelp.com/biz/hibachi-grill-super-buffet-sierra-vista?osq=Chinese+Buffet>

- iv. Thursday Evening - Optional Dinner (Pier Diem)
- 2. Other people need to be added to list/meetings?
  - a. Update Donna's email address to donna.krieser@npc.edu
- 3. Ideas for sessions (come prepared to next meeting with at least one suggestion)
  - a. How to handle "Offsite Placement Testing"- RW
  - b. How other institutions handle their institutional testing at other locations (out of state etc.)-RW
  - c. How to set up Virtual Proctoring run by your center.-RW
  - d. Testing Security—how do you do your sweeps? Have volunteers assigned to try to sneak a device past the proctor (role playing). Time for sharing cheating horror stories.
    - i. Heather
  - e. Best Practice's Discussion (similar to Becky's presentation last year) share best practices, questions/how to handle issues at your Testing Center, interactive
    - i. Rachel
  - f. ADA Presentation
  - g. Best Practices-Expectations for New Hires in Testing
    - i. Holly and Nancy
- 4. Nancy to send email for these or other topics—deadline Feb. 14th, be a sweetheart to AZACTA!
  - a. Nancy to email confirmed presenters to fill out presentation form by Feb. 14th
- 5. Becky to follow up when she can review meeting if there is any presentation she would like to present/facilitate
- 6. Theme for AZACTA conference?
  - a. Becky will select the theme Stronger Together: Collaborating for Assessment Success -RW
    - i. Skit with Hans and Franz—we are going to pump you up!