Non-Academic Assessment Committee (NAC)

Executive Summary, August 2012

Committee membership:

Shawn Miller (Administration); John Kennedy (Student Affairs); Julie Parkman (Advancement); Sue Law (Auxiliary); Patricia Todd (Middle states rep.); Carli Schiffner (Academic Assessment Committee rep.); Bruce Alexander (Facilities); Joanne Fassinger (Grants); Sarah Todd (IR), Molly Mott (Chair)

Meets monthly: Minutes posted in Non-Academic Assessment Repository in ANGEL

Committee Charge:

✓ Review annually the goals, objectives, and outcomes of the non-academic units of the College and their subunits (Partially Achieved)
  a. Administrative Affairs
  b. Student Affairs and Support Services
  c. Advancement (need to review PR and Athletics)
  d. Auxiliary Services (need to review)
✓ Review the non-academic outcomes of the:
  a. Student Opinion Survey (administered spring 2012, results will be available September, 2012)
  b. National Survey of Student Engagement (not administered this year)
✓ Present the committee’s executive summary to CUSP and the Faculty Assembly (achieved: August, 17, 2012); post the executive summary to the appropriate website (achieved: August 20, 2012)
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<td>1. Incorporated the Council for the Advancement of Standards (CAS) in Higher Education standards into the assessment of non-academic areas</td>
<td>National standards from The Council for the Advancement of Standards (CAS) in Higher Education foster student learning and achievement (academically, psychologically, physically, and socially) in student affairs and service programs. This is the first year such standards were used to develop goals and objectives; NAC educated campus areas on these standards and helped departments/areas tie their mission to student learning.</td>
<td>Posted in Building a Culture of Assessment: In-service training in NAC repository in ANGEL; NAC minutes</td>
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| 2. Standardized the development of goals and objectives and incorporated student learning outcomes into non-academic areas | In order to standardize the assessment of the non-academic areas, a template for developing goals and objectives and documenting outcomes was developed in 2011-2012. In addition to capturing yearly goals and objectives, the template required that each area document (a) action plans for achieving goals and objectives (b) assessment tools used to evaluate goals and objectives (c) a budget for planning purposes and (d) a formative evaluation detailing mid-year discussions (January) and progress towards goals and objectives. Specifically, the new template:  
  - Situates departmental missions within division and institutional missions  
  - Situates department goals and objectives within division and institutional goals  
  - Includes 4 foundational goals. These goals are based on recommendations by CAS.  
    **Goal #1:** Promote the achievement of student learning.  
    Grounded in the CAS learning outcomes model, six dimensions of student learning are addressed:  
    - Interpersonal & Intrapersonal Development  
    - Humanitarianism & Civic Engagement  
    - Practical competence  
    - Cognitive complexity  
    **Goal #2:** Promote the professional competence, skill, and growth of personnel & staff  
    **Goal #3:** Maintain an on-going program of assessment and improvement  
    **Goal #4:** Close the loop (carrying forward partially achieved or not achieved outcomes into next year’s goals and objectives) | Examples posted to NAC Repository under Division> Departmental Goals and Objectives |
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<td>3. <strong>Reviewed</strong> yearly goals, objectives, and outcomes</td>
<td>Each area submits their goals and objectives to the Chair of Non-Academic Assessment Committee (NAC). The Chair/members of the Committee, in turn, work with areas/departments to refine their goals and objectives before they are submitted to NAC. <em>Most goals and objectives require 2 iterations before their final submission to NAC.</em>&lt;br&gt;&lt;br&gt;Iterations of the goals and objectives, as well as data collection, surveys, results and annual reports related to each area's assessment are posted to the NAC Repository.</td>
<td>Posted In the NAC Repository</td>
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<td>4. <strong>Hosted Assessment Retreat</strong> (August 1st, 2012)</td>
<td>25 participants including VPs, Directors, Committee Members&lt;br&gt;&lt;br&gt;Activities: In-Service given by IR on Assessment Jargon; assessment teams reviewed Non-Academic 2011-2012 Outcomes&lt;br&gt;&lt;br&gt;Feedback: As a result of discussion, the following suggestions and improvements were made:&lt;br&gt;&lt;br&gt;  - Suggestion: Improve readability of template for documenting goal, objectives, and outcomes; define headings&lt;br&gt;    - <strong>Closing the Loop:</strong> Template created in Excel; revised headings <em>(e.g., action plans became ‘planning notes’)</em>&lt;br&gt;  - Suggestion: Areas should use more measurable objectives, use specific dates and timelines&lt;br&gt;    - <strong>Closing the Loop:</strong> Create in-service</td>
<td>Minutes from retreat posted in NAC Repository</td>
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<td>5. <strong>Developed Non-Academic Repository</strong> on ANGEL</td>
<td>Serves as a resource, historical reference, and anchor for all assessment activities related the non-academic side of the house. It will be:&lt;br&gt;&lt;br&gt;  - Continually updated, ‘live’&lt;br&gt;  - Situated <strong>within</strong> the overall institutional Assessment Repository on ANGEL; moreover, it can be linked to the college's webpages <em>(password required)</em> or used as a resource by Middle States <em>(generic account information given to reviewers)</em></td>
<td>Available under Campus Groups on ANGEL, see <strong>Content</strong>&lt;br&gt;Campus community enrolled</td>
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### Plans for next year:

- Close the loop: Present the committee’s executive summary to CUSP - September 2012
- Improve functioning of committee based on feedback from the self-assessment survey
- Review, respond, and collaborate with departments on results of Student Opinion Survey, September, 2012
- Develop and approve non-academic assessment plan
- Offer semester in-service

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| 6. Created living document: “Evidence of Closing the Loop” | ‘Closing the loop’ document created (document compiles this year’s closing the loop activities.) In progress. **Excerpt:** As a result of the RL Student Satisfaction Survey Week 4 Fall 2011: The following actions were taken:  
1. Internet problems: Internet Provider added additional antennas  
2. Reference to thefts on the 1st floors in GRS: Students went before SFJB (Student Faculty Judicial Board) and were suspended from the campus; special screen screws installed to prevent theft via window  
3. Survey modified to request room no.  
4. Results of survey shared in a meeting with Director of Residence Life, Director of Facilities, VP Administration, and VP for Student Affairs | Posted in the NAC Repository on ANGEL |
| 7. Developed ***Planning Document***: Articulates meetings, assessment due dates, and a communication plan for sharing results to the campus community. | Created to keep NAC on track | Posted in the NAC Repository on ANGEL |
| 8. Developed and conducted Self-Assessment Survey of committee | Results will be used to improve workings of committee | Results to be collated and posted to NAC Repository, September, 2012 |