Non-Academic Assessment Committee Meeting
Wednesday, October 2nd, 2013
10 am.
FOB 620

Attending: Joanne Fassinger, John Kennedy, Sue Law, Molly Mott, Patty Todd, Terry Waldruff, Shawn Miller. Pat Hanss, Bruce Smith, Johanna Lee, Dave Gerlach, Mike McCormick, Karen Spellacy, Sarah Todd

A. Approved September 4th, 2013 minutes
   Approved as written

B. Introduced new members
   Pat Hanss, Director of Facilities, Dave Gerlach, Vice President for Institutional Advancement, Bruce Smith, Director of Admissions

C. Discussed follow-up items from last meeting:
   i. Communicating and involving staff in G/O:
      Johanna and Patty presented a draft of five discussion points to be used for our mid-year discussion with directors:
      - Review current status of G/O
      - Are you on track? Is there a need to make changes or modification?
      - What is working or not working?
      - How are you communicating/involving your staff in G/O?
      - How can I/NAAC help you? Where are directors stumbling on the document?
      Will add a sixth talking point: Review the departments assessment web page.

      The committee discussed having a training session prior to our individual meetings.

   ii. Update from In-Service subcommittee: Sarah Todd
      Sarah, John and Johanna will be presenting on designing /implementing surveys and closing the loop. Date discussed: November 1st but Sarah will need to check to see if it conflicts with scheduling. It will be open to non-academic staff and Sarah will offer it to targeted areas that had survey development as part of their G/O

D. Introduced co-chair
   Shawn Miller will be the new co-chair. The Committee will be Addressing Middle States’ Standard 2 regarding budgeting and planning so Shawn’s leadership in this area will be an excellent resource for the committee.

E. Discussed additional charge for committee: Addressing Middle States’ Standard 2: Planning and improvement processes that are clearly communicated, provide for constituent participation, and incorporate the use of assessment results in budgeting and planning
   i. How do we move forward this?
      Some areas are already meeting this standard. Residence Life is an excellent example of connecting assessment (pulse surveys, walkabouts and town hall meetings) with planning (meeting with Physical Plant and others) to budget requests. This can be linked back to the Strategic Plan. Documenting the process is important even if the outcome is that there is no funding available. Discussed that developing a timeline that reflects the cycle for planning and budgeting would be a beneficial. (Molly and John will develop a best practices model---process mapping) for addressing this standard and share with the committee).
Karen discussed the membership changes on the Academic Assessment Committee which she hopes will make the committee more efficient and productive. She also suggested that the NAAC Committee look at a web site she has seen that has an excellent example of a timeline a college created for assessment. [http://www.fkcc.edu/faculty-admin/planning-process.da](http://www.fkcc.edu/faculty-admin/planning-process.da)

F. Next meeting Nov. 6th, 2013: electronic