Non-Academic Assessment Committee Meeting Notes
Wednesday, December 4, 2013

Updates:

1. Website is current, see Provost>Assessment

2. Shared information from Assessment Symposium held in Albany November, 2013, Molly’s notes:
   - Symposium focused on assessing non-academic areas
   - Presenters were from large institutions, what they could do with their data, is out of our reach
   - Touched on some relevant areas like FYE:
     o Data shows characteristics of ‘at risk students’:
       ▪ Lack of relationship with academic advisor
       ▪ Lack of career goals
       ▪ Not involved in a club or organization
     o Data shows ingredients for student success (basis of FYE)
       ▪ What do students learn in the classroom (Theory)?
       ▪ How do we help them apply what they learned to the real world (Practice)?
       ▪ What type of feedback and evaluation did we give to help them grow professionally (Reinforce)?
       ▪ How did we aid them in their self-learning process (Reflection)?
   - Colleges should seek out opportunities to increase personal growth and development outside the classroom (specifically via work-study program). Symposium encouraged campuses to invest in this as a retention effort. Committee furthered discussion on this topic. How do we increase personal development in student workers, work study students, peer tutors, Residence Assistants, Admission ambassadors, and Orientation leaders? Molly will gather a subgroup of interested individuals to meet in January to work on a leadership program for student workers; a program that ties into student development, workforce skills, and retention (reach out to Residence life for best practices and processes, include a student evaluation piece in the program).

Sarah’s notes on the symposium: Conference stressed (1) sharing data, not just collecting data and (2) identifying characteristics of a successful student and sharing those characteristics with prospective students and parents.

3. NAAC Chair gave a presentation to the Academic Assessment Committee on best practices:
   a. Planning, self-assessment, philosophy

4. NAAC Chair passed on “Best Practices Model for Addressing Standard 2 (using assessment results in budgeting & planning) to JD for Middle States Letter. Requested that Johanna from tutoring develop a similar resource that documents tutoring best practices on linking assessment results to budget & planning.

5. NAAC subgroup (Johann Lee, Sarah Todd, and John Kennedy) put on an in-service to non-academic staff on developing surveys and using survey results.
   a. Good Participation
   b. Sarah (IR) led the discussion
   c. Johanna (Learning Commons) & John (Residence Life)- shared their experiences designing & implementing surveys, closing the loop
   d. Demonstrated that assessment is on-going, thoughtful, & deliberate; tied to budget
Semester wrap-up discussion:

Discussed NAAC plans to launch an "Ambassador" program spring 2014 in which (trained) members of NAAC would meet with the directors of non-academic areas and help them with their scorecard and staff discussions. Please email Molly if you are interested; Sarah to identify individuals as well. Patty Todd nominated as an ambassador. In January, Sarah will offer a 3 day (1 hour/day) training session on being an ambassador.

Happy Holidays and thanks to everyone on the committee for their participation and engagement! Mol