Non-Academic Assessment Committee Meeting  
Wednesday, February 5, 2014  
10 am.  
FOB 620

Attending: Joanne Fassinger, Sue Law, Molly Mott, Patty Todd, Sarah Todd, Terry Waldruff, Shawn Miller, Bruce Smith, Dave Gerlach, Mike McCormick, Karen Spellacy

A. NAAC Committee Mid-Year Assessment

Discussion regarding doing mid-year evaluations of the Committee’s G/O. Joanne Fassinger and Sue Law volunteered to do the review. Molly is to send the electronic version for review and comments.

B. Follow-up on Items from Previous Meetings

- Information that Sarah and Molly received at a conference have been shared with FYE and Retention Committee (re: student success)
- Membership for Student Leadership Work Group which will focus on professional development for work study students has been established. Members include: John Kennedy, Johanna Lee, John Vandevere, Michelle Currier, and Lashawanda Ingram. The Committee recommended adding staff from Career Services and Bruce Smith will be added.
- Sarah noted that parents’ orientation can be utilized to share the characteristics that students should be developing to be a student leader/professional

Bruce suggested that there needs to be one place a student can view all the jobs available on campus (work study, student assistant, CA). A brief description could be included as well. Molly will talk with Career Services and get Kerrie Cooper’s input.

C. Ambassador Program

Molly shared a framework for the Ambassador Program (see attached). Committee members will receive training which will be done by Sarah Todd. Sarah will send out a survey to the ambassador’s to get input on specific needs to be included in the training. Ambassadors will meet with directors and review their assessment process and assist them in any way. March 15th was set as a deadline to have the ambassadors trained and complete the meetings with directors. Ambassadors will also bring feedback back to NAAC for consideration.

Ambassadors:
Patty Todd – Student Affairs; Terry Waldruff – Administration; Johanna Lee – Support Services; Sarah Todd – all other areas

D. Other

Mike McCormick questioned how assessment is fitting into the budget process. Molly and Karen noted the process should rise from the department to NAAC and then to CUSP who should be making recommendations to Administration. The budget and assessment cycles are not congruent which has been an issue.

Discussion on e-portfolio software that could be used for students as well as for assessment. There is a very good program that Sarah and Karen have demoed that can also integrate with Blackboard. Sarah will set up a demo for the next meeting (invite a rep. from IS).

F. Next meeting: March 5th at 10 am, FOB 620