Non-Academic Assessment Committee Meeting Minutes  
Feb. 6th 2013, FOB 622

A. Approved Dec., 5th minutes
B. Committee requested that a ‘meeting invite’ be sent to all members, so meetings days and times can be automatically uploaded to calendars- Molly to do
C. Mike Perry (Admissions) will replace Nicole Campbell on the committee
D. Patty Todd volunteered to serve as Secretary (will be taking minutes moving forward)
E. Update on institutional cards given:
   i. Heath Educator and Dean of Students added to assessment
   ii. International, Registrar, EOP need to be included in assessment
   iii. Molly is working with Facilities and Advancement to help them finish their scorecards
   iv. Need to capture missing assessment pieces by end of Feb. (Molly to touch base with Karen for missing non-academic areas under the Provost office)
F. Student Affairs is using a ‘SOS Closing the Loop” matrix as worksheet to confirm all areas in Student Affairs have addressed SOS results
G. It was suggested/encouraged that Directors share assessment goals, objectives (Scorecard) with their staff at all levels (raise awareness of what area is doing and why; make assessment more transparent to all staff)
H. NAC offering in- service on Institutional Scorecards Feb. 21 & 28
I. Next meeting March 6th, prior to Middle States

Non-Academic Assessment Committee Meeting Minutes  
March 12 2013, Cook Hall 121

A. Approved Feb. 6th Minutes
B. Review Assessment Table (submitted, outstanding, in progress). Missing some areas – Sara will go over it and add based on the College’ Org chart. Many areas are almost complete and just need to submit. Plans in place to get all areas done. Molly is working with several areas.
C. Discussed feedback from workshop. Sara and Sue reported on the assessment workshop. About 20 people attended. Even faculty came but Sara directed them to attend the ones geared for faculty. Worked with the basics of how to transition to the template form from the previous form. They received positive feedback.

D. Prep for Middle States Visit in order to make the process easier for all.
   Committee agreed the following documents will be collated to give to MS for our upcoming meeting on 3/25/13 at 4:00 pm, Cook 121
   i. Charge and membership
   ii. Planning document
   iii. Executive Summary
   iv. Committee Survey

Discussion on preparation for the MS site visit. Review NAC web page, make sure to be familiar with what is on you own home page as far as accreditation and share with staff.

E. Next meeting April 3, FOB 620 @ 9am.

Non-Academic Assessment Committee Meeting Minutes
April 3, 2013, FOB 620, 9:00 am

Present: Joanne Fassinger, John Kennedy, Sue Law, Molly Mott, Mike Perry, Patty Todd, Terry Waldruff, Amanda Rowley and Betty Connelly are attending for Shawn Miller

A. Molly thanked everyone for all their work. It was well received by Middle States.

B. Due Dates and Process for Review of Scorecards:

CUSP requests submission of scorecards by 6/1/13. NAC had it later. New deadlines discussed and the review process will be as follows:

- **May 15** - Deadline for submission of 2012-2013 Outcomes and 2013-2014 Goals and Objectives (Scorecard) to NAC. Some outcomes may still be pending as data is not available yet. Just note pending data. Important to include budgets with G/O
• **May 20th** – NAC will review submissions. NAC will be divided into groups to review and will have a team leader for each group.
• Directors will be scheduled/invited to meet with each group to review their outcomes together.
• Molly and Sarah will develop a rubric to use for review to keep the process consistent. Draft to be available by the end of this week (*attached to minutes*).
• New positions/shared positions will have another year to work on this.
• Need to ascertain relationship to annual report and outcomes and goals and how it fits in. This was discussed at CUSP. Molly will check with Michaela:
  ○ Clarification:

<table>
<thead>
<tr>
<th>Date</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 15, 2013</td>
<td>• Submit Scorecards: 2012-2013 Outcomes and 2013-2014 Goals and Objectives to NAC Chair</td>
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</tbody>
</table>
| May 20, 2013 | • NAC reviews scorecards
• Directors make revisions, if needed |
| June 1, 2013 | • Directors submit final scorecards to appropriate VP
• VPs sends electronic versions to Sandy |
| June 10, 2013 | • CUSP reviews scorecards |
| July 1, 2013 | • VPs submits Annual Report to President’s Office
• Annual Report includes: Approved scorecard along with narrative of (a) Accomplishments (b) Problems solved (c) Problems unresolved (d) Plans for upcoming year |

**NAC needs**

**Next Meeting** May 1, 10 am, FOB 620

**Draft Rubric for Reviewing Institutional Scorecards**

<table>
<thead>
<tr>
<th>Measureable</th>
<th>Met</th>
<th>Somewhat Met</th>
<th>Not Met</th>
<th>Comments/Suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The objectives are clearly measureable and identify the who, what,</td>
<td></td>
<td>The objectives contain some of the necessary Measurable</td>
<td></td>
<td></td>
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<tr>
<td>The objectives are not measureable</td>
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<tr>
<td></td>
<td>where, how often, and deadlines for completion, as applicable</td>
<td>components, but not all</td>
<td></td>
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<tr>
<td>--------------------------</td>
<td>----------------------------------------------------------------</td>
<td>------------------------</td>
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</tr>
<tr>
<td>Assessed</td>
<td>Assessments are completed; instruments and results are attached</td>
<td>Assessments not completed; but in progress or planned, and the plan is included</td>
<td>No evidence of assessment nor planning</td>
<td></td>
</tr>
<tr>
<td>Data-driven</td>
<td>Objectives &amp; outcomes include all relevant data. and the data (e.g. enrollment, retention, graduation &amp; persistence rates) is used to develop objectives for the next year</td>
<td>Some data is included in the objectives and outcomes, but there are some areas where it is missing</td>
<td>No data is included in the objectives or outcomes</td>
<td></td>
</tr>
<tr>
<td>Closed the Loop</td>
<td>Objectives show evidence of closing the loop (that is, previous year’s outcomes that were ‘partially or not achieved’ and survey results, such as those from the Student Opinion Survey, are addressed)</td>
<td>The objectives include some evidence of closing the loop, although some assessment results are missing</td>
<td>No evidence of closing the loop</td>
<td></td>
</tr>
<tr>
<td>Budgeted</td>
<td>Budget is clearly linked to goals and objectives</td>
<td>Some of the budget is linked to goals and objectives</td>
<td>No budget is linked</td>
<td></td>
</tr>
<tr>
<td>Additional Comments</td>
<td></td>
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</table>
Non-Academic Assessment Committee
Meeting Minutes
6/5/13 10 a.m.
FOB 620

Present: Joanne Fassinger, John Kennedy, Molly Mott, Chelsea Chase, Patty Todd, Terry Waldruff, Shawn Miller, Johanna Lee

1. Reviewed and completed outcomes
   • Need to add dates and web site link

2. Discussed developing goals and objectives for 2013-2014 (included feedback from workshop and survey)
   • Assessment process needs to be an on-going process.
   • Discussed offering in-services focusing on assessment topics such as tips on using the Excel spreadsheet which was suggested on the workshop feedback.
   • Discussed having individual committee members meet during the semester with directors just to offer any assistance, get feedback etc. and to keep everyone updated.

3. Reviewed the committee’s charge and membership
   • Reviewed the committee’s charge and no changes recommended.
   • Membership reviewed – need to include NSF, TRIO, EOP, C-Step.
   • Include Art Garno, Director of the CREST Center, as a guest next semester and hold the meeting at the new office (old University Police building)

4. Annual non-academic assessment cycle (planning document for next year: how many meetings per month, best meeting time, etc.)
   • Add: Review Middles States Report and Comprehensive Satisfaction Survey to our planning document
   • Need to determine when the next NSSE survey data will be available
   • Meet monthly – 1st Wednesday of the month 10 am.
• Deadline for Scorecard review will be later next year. More data is available better and was adjusted to be earlier due to Carli’s schedule.

5. Draft 2012-2013 Executive Summary to CUSP
   • Molly will complete the draft and send for the committee’s review