Non-Academic Assessment Committee Meeting Minutes
Wednesday, September 4\textsuperscript{th}, 2013
10 am
FOB 620

Old Business-Clean-up

1. Review draft of 2012- 2013 Outcomes
   Patty and Johanna developed objectives for meetings with directors and timelines for what to expect. No comments related to outcomes.

2. Review self-assessment results (Sarah)
   No feedback. Sarah mentioned the Middle States commendation for non-academic assessment.

3. Review draft of 2013-2014 Goals and Objectives
   a. Include feedback from self-assessment

4. Review final draft of 2013 Executive Summary to CUSP (edits sent by committee members have been incorporated into the final draft)
   Patty and Johanna to develop a discussion guide for meeting with directors to have template to follow to ensure consistency.
   One issue noted is that the executive summary needs to reflect non-academic departments that are reporting to the academic side (grants, registrar, IR) as well as the chief of staff. Presently, those areas are not included in the discussion (specifically, in the 2013-14 objectives discussing the review of goals and objectives of non-academic units, there is no place where non-academic units reporting to the Provost fit in.)\textsuperscript{- Areas added 9/17/2013}

NEW Business: Start of the semester kick-off

1. Review charge
   There may be a need to review the current structure. The organizational chart is not accurate as of most recent reorganization. In addition, the charge states that the committee's summary is to be presented to Faculty Assembly, and the committee is not sure if this is the appropriate venue given that it isn't a governance issue, and not everyone on campus can attend F.A. Recommendation to change the charge to state “Present the committee's executive summary to the campus and post the executive summary to the appropriate website” and determine in a campus update or a monthly newsletter might be a more appropriate option. Revised 9/17/2013

2. Review planning document
   No feedback.

3. Review webpage (updated as of Sept. 1, 2013)
   No feedback.
4. Establish this year’s sub-committee on in-service (some in-service suggestions pulled from last year's minutes):
   a. Assessment vs. Evaluation
   b. Are our assessments designed to look backwards or forwards?”
   c. Closing the loop
   Designing and implementing surveys and closing the loop was chosen as the in-service topic for this fall. John Kennedy and Johanna Lee volunteered to speak of their experiences with designing and implementing surveys, as well as how they close the loop by sharing results with other departments as well as the changes that have been made (and the documentation for those changes) due to the information that they received on their surveys. Sarah will lead the discussion. Ideas for things to cover include how to ensure surveys are asking the right questions and asking the questions the right way and how to involve the entire department in the process. It was suggested that we invite specific groups that are identified (through their institutional scorecards or IR’s knowledge) as looking to implement a survey within the next few months, and perhaps some areas (e.g., Registrar and Financial Aid) might want to develop a joint survey. Sarah will propose a date and time to the group, aiming for October.
   d. Best practices
   e. CAS standards
5. Discuss possible dates – November, April?