Non-Academic Assessment Committee Meeting Minutes  
September 5th, 2012

Present: Shawn Miller; John Kennedy; Sue Law; Sarah Todd; Molly Mott; Joanne Fassinger; Julie Parkman

A. Reviewed committee charge
B. Reviewed committee membership
   ▪ Reappointments for Shawn Miller, John Kennedy, Sue Law, Sarah Todd, Joanne Fassinger, Julie Parkman
   ▪ Need replacement for Bruce Alexander (Facilities): Molly to contact Natalie for recommendation
   ▪ Karen Spellacy (Interim Provost) to replace Carli Schiffner as Academic Assessment Committee rep.
   ▪ Add Nicole Campbell (Admissions)
   ▪ Add Terry Waldruff (Business)
   ▪ Add Johanna Lee (Tutoring Services)
   ▪ Invite JD Delong (Middle States rep.)- Molly to invite
   ▪ Send committee charge to all new members
C. Suggestion to post meeting minutes to Assessment Webpage
   http://www.canton.edu/provost/assessment/
D. Discussed results of the self-assessment survey:
   a. Positive feedback; results posted to NAC Repository
   b. Need to add question related to number of hours committee members devote to committee activities
E. Need to draft 2012-2013 committee goals and objectives:
   - Include objectives related to the committee’s charge
   - Incorporate feedback from self-assessment survey
      ▪ Need a goal that addresses the need for more campus support of the committee; how to educate campus on activities of the committee and importance of assessment (in response to question#7 on the survey)
      ▪ Sarah to craft an objective related to the Institutional Scorecard
      ▪ Draft to be sent to the committee for review, comment, and feedback
F. Reviewed Planning Document (schedule of committee dates & events)
   a. Change in-service from October to November
   b. Subcommittee formed to develop and plan in-service:
      i. Sarah, Sue, and Julie
G. Need to review 2012-2013 GO; drop dead date Sept. 28; cc Sarah
H. Need to send draft of ‘Closing the Loop’ document for review, comment, and feedback. Final version to JD Delong for Middle States (include Student Opinion Survey results)