

**NAAC Committee Meeting
Tuesday, January 16th, 2018
9AM FH Conference Room**

A. AY 2017-18 Assessment Cycle Update

- Ambassador training update
 - o Everyone has had an opportunity to shadow and go over various parts of assessment planning in Taskstream.
- Training guide
 - o Final guide for the 2017-2018 Academic Year has been completed and was distributed. Please feel free to share these in your area with people who do assessment. Contact Johanna for additional copies.
- Status of assessment plans and mid-year findings for the non-academic areas
 - o Most areas are either up to date or nearly complete. There are a few left to be scheduled but good progress has been made.
- Reporting options for year-end reports.
 - o Johanna said that Taskstream can run reports but they must be specific to a goal in the College's strategic plan. There was discussion the creation of a sub-committee to compile identify what part of the College's strategic plan would be focused on this year, the development of a plan, as well as a plan for communicating the plan. Shawn suggested that the Campus Leadership Meetings would be a good place to present these findings. Johanna asked for volunteers for the sub-committee. Sue Law and Kerrie Cooper both volunteered. Anyone else who is interested can let Johanna know.

B. NSSE/SOS/Comprehensive Survey

1. Review results from recent NSSE, administered spring 2017, upcoming SOS and Comprehensive Survey.
- Sarah presented an abbreviated version of the power point that she presented at the last Campus Leadership Meeting. Johanna will email the power point to all committee members to review. Following the completion of this NSSE and the SOS which will be launched in February, the Comprehensive Survey will be retooled to focus on areas that we want to know more about based on results from the other two surveys. The goal is to administer the Comprehensive Survey next spring. The SOS will be administered in February. However, results are not back until the beginning of the fall semester. There is an option to get the results of the Student Opinion Survey earlier so we have additional time to prepare our Comprehensive Survey. Small improvements were made overall in the 2015 SOS. We compare rankings as well as the satisfaction level for a more accurate result. We will start this year's SOS in the beginning of February and it will be open until Spring break. Overall students were more satisfied according to the most recent NSSE from 2014 to 2017. In 2017, we had a 32% response rate for the NSSE; 176 Freshmen and 89 Seniors. Traditionally the response rate for the SOS has been extremely successful.

C. Review of goals for 2017-18

1. Train a group of assessment ambassadors
 - a. Ongoing and nearly complete.
2. Help areas improve and/or finish assessment plans
 - a. Ongoing and making good progress.
3. Improve comfort with Task Stream
 - a. Positive responses from people. There is now a training guide as well as screen shots that offer a visual guide for the assessment planning cycle in Taskstream.
4. Better utilization and understanding of SOS (to be launched in February)
5. Bring back the comprehensive survey
 - a. A subgroup (Sarah Todd and John Kennedy) will look at results of the NSSE and SOS to determine what questions need to be asked on the Comprehensive Survey. This survey will be offered in the “off year” from NSSE and SOS.
6. Review NSSE (completed spring 2017)
 - a. Johanna will send Sarah Todd’s power point for further review. Sarah said questions or requests for additional details can be requested and she can get those for people.
7. Increase culture of assessment through communication of assessment results at year-end

D. Next Steps

1. Continue ambassador training through shadowing opportunities with senior ambassadors
 - a. John Kennedy and Johanna with the ambassador group
2. Ambassadors to continue working with areas to facilitate assessment
3. Develop a plan for year-end reporting with sub-group to complete.
 - a. Kerrie Cooper and Sue Law

E. Resources

1. OneDrive
2. Website

F. Meeting calendar for the remainder of the year

Date	Time	Location	Group
2/20/18	9AM	FH Conference Room	Ambassadors
5/15/18	9AM	FH Conference Room	Ambassadors
6/19/18	9AM	FH Conference Room	NAAC Committee
July	TBD	TBD	Ambassador Retreat