

**Non-Academic Assessment Committee Meeting Minutes – Erin Lassial, NAAC Secretary**  
**2PM, Wednesday, Oct. 13, 2021**  
**Teams Meeting**

**Attendance:** Sean Conklin, Derek Converse, Ed Smith, Erin Lassial, Johanna Lee, Andrew Fitch, Kristen Roberts

**Absent:** Sarah Maneely, Tonka Jokelova, Lashawanda Ingram, R.J. Thayer, Sarah Todd, Kirk Jones

**A. Middle States:**

1. Feedback on MSCHE Campus Forum:

- *Felt “cookie-cutter” rather than catered to SUNY Canton*
- *Presentation style vs. valuable discussion*
- *Lacking a question and answer session*
- *Information presented was valuable in a validation way, possible valuable more for those not as involved with assessment*
- *Approximately 36 people attended the forum*

2. Self-Study timeline and next steps:

- *Standards working groups will be wrapping up their work for evidence review by the end of October*
- *The Evidence Inventory Team will then begin their reviews*

3. [Campus accreditation website:](#)

- *Working to make updates including documents related to the current self-study*

**B. 2021-22 Assessment Plans: Setting benchmarks**

1. Aligning to CAS Student Learning Outcomes (SLOs) & institutional mission and goals

- *Reflecting and aligning goals and mission to the institutional goals and outcomes is not about changing the intention, but rather just making sure the language is clear and reflective*
- *Pulling in CAS SLOs*
- *Setting benchmarks for yearly measures and assessment plans*
- *Implementing formal satisfactions, unit of success, unit of change*

*Resources: Institutional Goals - [https://www.canton.edu/media/pdf/Strategic\\_Plan.pdf](https://www.canton.edu/media/pdf/Strategic_Plan.pdf)*

*Non-Academic Student Learning Outcomes – CAS Standards book (Contact Johanna Lee)*



**Seven Major Goals:**

1. ( Promote Academic Excellence
2. ( Improve Operational Effectiveness
3. ( Optimize Enrollment
4. ( Drive Decisions with Relevant Information
5. ( Create a Robust, Active, and Enriching Student Life
6. ( Focus on Sustainability
7. ( Build Greater Awareness of SUNY Canton (

**2. Examples**

- *Residence Life document reporting timeline through Maxient software*
- *Review questions– benefit of being timely? Who is involved? What else does this measure target?*
- *Tracing back to strategic institutional goals of (list the specific goals) Or learning outcomes*
- *Qualitative Data collection in feedback (student feedback) can be related to outcomes of student learning*

**C. Next Steps**

1. Email to update non-academic areas about this year’s assessment plans
2. Schedule drop-in sessions
  - *Library Classroom –*
  - *Just writing the plan. Having the paper workbook so technical challenges do not prohibit them from getting work done*
  - *3 NAAC representatives at each walk-in session*
  - *Johanna will send doodle poll to schedule these sessions*
  - *Have Andrew present to help reflect on student perspective and possibly frame things to capture that*

**D. Resources**

1. One Drive
2. Website

**E. Meeting Schedule:**

Date	Time	Location
11/10/21	2PM	Teams
12/8/21	2PM	Teams
1/12/22	2PM	Teams

2/9/22	2PM	Teams
3/9/22	2PM	Teams
4/13/22	2PM	Teams
5/11/22	2PM	Teams
6/8/22	2PM	Teams