

**NAAC Committee Meeting Minutes
9AM, Tuesday, Oct. 16, 2018
French Hall Conference Room**



A. Review membership & Charge

- 1.) Current and new membership
 - Anne Drake is the newest member, who joined last year. No additional new members to date.
- 2.) Review annually assessment plans of the non-academic (non-credit bearing) units of the college.
- 3.) Review the non-academic outcomes of the Student Opinion Survey (SOS) and National Survey of Student Engagement (NSSE)
- 4.) Serve as a reference/resource to the administrative units to facilitate successful assessment.

B.) Goals for 2018-19 (Executive Summary)

- 1.) All of the ambassadors have been matched with programs in their division for continued assessment work in Taskstream this year.
Conducted a lot of training last year and made great progress with Assessment Plans across the campus.
- 2.) Continue assessment planning cycles initiated last year and implement the established best practices cycle of assessment.

BEST PRACTICES SCHEDULE OF NON-ACADEMIC ASSESSMENT

May & June	August & September	January
Enter Assessment Findings and Actions for the completed AY.  Complete year-end report.  Create Assessment Plan for the coming AY.	Ambassador check-in to make edits/adjustments to the standing Assessment Plan.	Enter mid-year findings.

- 3.) Review the results of the 2018 SOS.
 - Sarah will email the results of the 2018 SOS so that people have a chance to look at them and process them and the committee will discuss it at the next NAAC meeting in January.
- 4.) Develop a sub-committee to create the Comprehensive Survey, based on the recent SOS. The comprehensive survey helps to “fill in gaps” that are areas of concern that the SOS survey does not address, specific to our campus.
The Comprehensive Survey sub-committee will consist of Sarah Todd, John Kennedy, Mathew Nichols, and Amanda Crump
 - The survey draft will be distributed to the committee via email prior to the next meeting so that people can review.
- 5.) Develop a sub-committee to work on the non-academic reporting cycle.
Much like the academic reporting cycle, the non-academic areas will fall into a cycle of assessment following our 7 institutional goals. In this fashion, not every area will report out

every year but every area will report out over the course of the 3 year cycle. The sub-committee will look at what will be reported and how (venue and method of reporting).

- The non-academic reporting sub-committee will consist of Kerrie Cooper, Sue Law, and Sean Conklin.

C.) Resources

1. OneDrive – all resources including past agendas, meeting minutes, executive summary, and ambassador/assessment resources are housed here.
2. Website – Updates were made over the summer.

D.) Next Steps

1. Ambassador group will continue the cycle of assessment with assigned areas.
2. Sarah will email the SOS results to committee members for review and future discussion at the next meeting.
3. Both sub-committees will meet and begin work toward initiatives. Both groups will report out on updates at the next committee meeting in January.

E.) Meeting calendar for the remainder of the year

Date	Time	Location	Group
11/20/18	9AM	FH Conference Room	Ambassadors
1/15/19	9AM	FH Conference Room	NAAC Committee
2/19/19	9AM	FH Conference Room	Ambassadors
3/19/19	9AM	FH Conference Room	Ambassadors
4/16/19	9AM	FH Conference Room	Ambassadors
5/21/19	9AM	FH Conference Room	Ambassadors
6/18/19	9AM	FH Conference Room	NAAC Committee