

**NAAC Committee Meeting
Tuesday, October 17th, 2017
9AM FH Conference Room**

A. Review membership

- Current and new membership
 - o Current members -
 - o New members: Amanda Crump (secretary and ambassador), Kristen Roberts (ambassador), Teresa Minckler (ambassador), Megan Warren (ambassador), Sean Conklin (ambassador), Patrick Massaro (ambassador), Erin Lassial (ambassador), Travis Smith

B. Review Charge

1. Review annually assessment plans of the non-academic (non-credit bearing) units of the college.
2. Review the non-academic outcomes of the Student Opinion Survey (SOS) and National Survey of Student Engagement (NSSE).
Sarah Todd: Surveys are administered on a 3-year cycle. NSSE only includes freshmen and seniors in a bachelor's degree programs only. SOS asks about student satisfaction with the overall campus. This survey is given to everyone and is offered online so our fully online students can also participate. Currently the survey is being revised and all questions are being reviewed to ensure they are appropriate and apply to all colleges whether technological or comprehensive. All approved changes will be effective this year.
3. Serve as a reference/resource to the administrative units to facilitate successful assessment.

C. Goals for 2017-18

1. Train a group of assessment ambassadors: Ambassadors will have opportunities to shadow John and Johanna when they meet with departments to review and discuss their assessment plans. The Ambassador Training Guide can be used as a reference tool for assisting areas with assessment. Please share this resource with people who are new or learning assessment.
2. Help areas improve and/or finish assessment plans: Each area should focus on one new thing that they are doing this year. Ambassadors will be focusing on creating or revising assessment plans for the current AY and going forward.
3. Improve comfort with Task Stream: Shadowing opportunities will help. Also, Johanna will share the screenshots that Erin put together in the One Drive.
4. Better utilization and understanding of SOS: Sarah Todd will send the group the results of the last SOS so members can review and become more familiar with the instrument in preparation for reviewing the next one.
5. Bring back the comprehensive survey: Sarah Todd said that the comprehensive survey will be revised to reflect a compilation of deliberate questions that will relate to areas we need more information about or where we want to make improvements.
6. Review NSSE (completed spring 2017)
7. Increase culture of assessment through communication of assessment results at year-end: The group will work to develop a menu of report choices that can be generated from Task Stream to communicate assessment results to the campus community.

D. Next Steps

1. Continue ambassador training through shadowing opportunities with senior ambassadors: Johanna and John will continue to email the ambassador group to provide opportunities.
2. Ambassadors to continue working with areas to facilitate assessment-develop a mind-set so that departments are accessing Task Stream on a regular basis
3. Review results of NSSE when they are available-Sarah will send out the results as well as a summary of the non-academic items
4. Develop a menu of reporting options

E. Resources

1. OneDrive
2. Website

F. Meeting calendar for the remainder of the year

Date	Time	Location	Group
11/21/17	9AM	FH Conference Room	Ambassadors
1/16/18	9AM	FH Conference Room	NAAC Committee
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