

NAAC Committee Meeting Minutes
9AM, Tuesday, Oct. 29, 2019

In attendance: Amanda Crump, Kristen Roberts, Teresa Minckler, John Kennedy, Megan Warren, Sean Conklin, Erin Lassial, Sue Law, Anne Drake, Heather Adner (for Kerrie Cooper), Kirk Jones, Sarah Todd, Johanna Lee

A. Review membership & Charge

- There are no membership updates for this year.
- 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).

Last year Sarah Todd notified the committee that ACT would no longer be administering the SOS. SUNY put together a committee (which Sarah is on) to create a new survey to take the place of the SOS. Sarah said that this committee has not met. Next year would be the year that the SOS would have been administered so it is assumed that the work will be done before then. Sarah will keep the NAAC apprised of updates.

SUNY has done away with mandating the NSSE. Institutions can still opt to do it (which we have this year) but SUNY is not mandating it. Therefore, we will be able to pull longitudinal and internally comparative data from the survey but we will not be able to pull comparative data from other SUNY schools. Sarah indicated that there has been no discussion about replacing the NSSE with a different instrument in terms of something that SUNY mandates. The NSSE costs \$4,000 so we have the opportunity to continue it. Or, we can look at other instruments to see if there is something else that we would like to replace it with. Sarah will send a list of alternative instruments to the committee to look at. The issue with these is that we will not have a comparative peer group to pull data from.

Sarah noted that this year's NSSE could have some interesting results since 20% of the freshman cohort is made of Gaming students which 0% of the Senior cohort are Gaming students.

3. Serve as a reference/resource to the administrative units to facilitate successful assessment.

B. Goals for 2019-20 (pulled from the Executive Summary)

1. Continued support for creating a culture of assessment by sending emails to the non-academic areas to help them align with the best practices schedule. These updates will come through the Assoc. Provost's office.
2. Creation of on-boarding process for new areas and/or positions.
This was discussed by the ambassador group and it was agreed that at the beginning of each academic year the group will review the spreadsheet to ensure that all areas are accounted

for and changes are documented. New areas will be matched with ambassadors who will complete training.

3. Review of the recent Comprehensive Survey.

The Comprehensive Survey was administered last year and Sarah has shared results with individual programs and departments. In addition, the results have been shared with senior leadership. Sarah will send the draft summary to the NAAC for review. Specifically, so that ambassadors can use the results to help areas draft measures in response to relevant feedback.

4. Development of non-academic SLO's and a corresponding 3-year reporting cycle.

There was a sub-committee who worked on this initiative last year. Before we finalize this, we want to pull in work we are doing to clarify SLO's for the non-academic areas. In the past, NAAC has used the professional standards from the Council for the Advancement of Standards in Higher Education (CAS). SUNY Canton received commendations for our efforts in this area in our last Middle States visit and we intend to continue building upon these. Surveys are the primary vehicle by which we assess on the non-academic side. This is not something new, rather we need to pull it all together in TaskStream so that it is transparent for review for Middle States and the campus at large for reporting purposes.

Kirk noted that he has received examples of non-academic assessment and SLO's from another institution and while it certainly provides an example that allows them to check the box for assessment of non-academic SLO, both he and Johanna question the relevance beyond superficial assessment. The ambassador group will continue work in the area and if committee members have examples that they would like to share or discuss, please let us know!

C. Next Steps

1. Development of non-academic operational calendar and shared email updates. Johanna will send these to the disseminated through the Assoc. Provost's office.
2. Creation of on-boarding process. To be implemented as discussed above by the ambassador group. Please inform this group of updates or changes to positions and work spaces so that we can account for it.
3. Development of non-academic SLO's. To be continued by the ambassador group this year.

D. Resources

1. OneDrive
2. Website – updates

E. Meeting calendar for the remainder of the year

Date	Time	Location	Group
11/19/19	9AM	CC 218	Ambassadors
1/21/20	9AM	French Hall Conference Room	Committee Meeting
3/17/20	9AM	French Hall Conference Room	Ambassadors
6/16/20	9AM	French Hall Conference Room	Committee Meeting