

**Non-Academic Assessment Committee Meeting Minutes taken by Erin Lassial**  
**2PM, Wednesday, Nov. 10, 2021**  
**Teams Meeting**

**Attendance:** President Szafran, Provost De Cooke, Ed Smith, Sean Conklin, Derek Converse, Kirk Jones, Sarah Todd, Lashawanda Ingram, Kristen Roberts, Johanna Lee, Tonka Jokelova, Erin Lassial, Andrew Fitch

**Absence:** R. J. Thayer

The meeting started by welcoming Dr. Szafran and Dr. De Cooke to the meeting. Johanna indicated that there was a small agenda of items that the committee would like to discuss with them but opened the floor to them to ask questions or present information to the group first.

Dr. Szafran spoke about the new strategic plan that was presented in 2019 that represents a model of continuous improvement. As part of this plan, people in committees, such as this one, can put forward planning proposals for consideration by the VPG. Specifically, these proposals would tie resource requests to outcomes that support our institutional mission and goals. This sort of alignment provides opportunities for people at all levels at the campus to participate in planning. Dr. Szafran encouraged this group to put forward such proposals in the future for consideration.

Dr. De Cooke noted that this particular style of strategic plan is also referred to as “ever green” because it lends to continual planning. This process allows a campus to be nimble and responsive to circumstances. Dr. De Cooke spoke about the selection of the institutional priorities through a campus survey, which indicated that folks were largely concerned with the impacts of COVID. While the priority associated with diversity and welcome was not selected, the administration feels it is so important that it will be infused throughout the planning process with the Middle States reaccreditation process.

Johanna noted that the work of this committee has helped to highlight and strengthen many of the partnerships that already occur in order for particular initiatives to advance. The committee helps facilitate these through ongoing conversations about the institutional goals and areas talking about their initiatives and looking for ways to partner. She mentioned that to date none of the proposals have required resources or funding and so had not been pushed forward for review. However, the work of collaboration is happening through this committee and the first non-academic symposium that was held last spring provided many examples of that.

Johanna reported that last year’s non-academic symposium focused on numbers that represented volume rather than benchmarks of learning or success. This year the committee is working to help areas align either to the institutional goals or the institutional student learning outcomes (ISLOs). In reviewing the ISLOs Johanna said it is important to make a distinction about the kind of learning that occurs. For example, classroom and lab learning impact largely the cognitive and psychomotor domains. The non-academic areas may have a greater impact on the affective domain. Developing growth in this area is an important part of maturity and becoming “job ready” outside of the technical skills needed. Johanna said that she and Kirk will be working to add language to the existing ISLOs that acknowledge the affective domain. They will be using CAS standards to guide this process. Once the committee is able to review and approve of these additions they will be sent to faculty assembly as an update. Even with additions made to the ISLOs there will continue to be areas that do not align to SLOs. In these instances, areas will align with one (or more) of the institutional goals and the developed sub criteria for each.

A name change for this committee was discussed. It was agreed by many that non-academic does not accurately capture the areas included in this committee. Sarah Todd suggested that any name changes wait until after the current reaccreditation is over.

Dr. Szafran asked the group if there was a way that support is needed. Johanna asked about resuming the annual retreat that Molly used to do as a way to appreciate the group and bring everyone together to talk about updates. The landscape of assessment is quickly changing and getting the group prepared for roll out each year is important. The Dr. Szafran indicated interest in supporting this.

**A. Next Steps**

1. Continue drop-in sessions

**B. Resources**

1. One Drive
2. Website

**C. Meeting Schedule:**

Date	Time	Location
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