

NAAC Committee Meeting Minutes – provided by Andrew Fitch, Student Rep
9AM, Wednesday, Dec. 9, 2020
Teams Meeting

In attendance: Kristen Roberts, Ed Smith, Kirk Jones, RJ Thayer, Derek Converse, Tonka Jokelova, Erin Lassial, Andrew Fitch, Johanna Lee

Excused: Sarah Todd, Lashawanda Ingram, Sean Conklin

Review membership & Charge

1. Membership and position updates

- Welcome new and returning members! Thank you for supporting this committee!
 - Administrative Division: New: Derek Converse (Environmental Health & Safety) and Ed Smith (IS)
Returning: Sean Conklin (CA)
 - Student Affairs: New: Lashawanda Ingram (Diversity) and RJ Thayer (Online Student Engagement)
Returning: Kristen Roberts (Student Conduct)
 - Academic Support Services & Instructional Technologies: New: Tonka Jokelova (Center for Learning Design, Innovation, and Online Instruction)
Returning: Erin Lassial (International Programs) and Johanna Lee (SLLC, Tutoring Services)
 - Standing Members: Kirk Jones, Director of Assessment and Sarah Todd, Director of Institutional Research
 - Student Representative: Andrew Fitch

This is a new position within the committee composition. Because so much of the work that we do on this committee is centered around the student experience, we feel that the student perspective is important. We hope that SGA will also make a nomination for a member.
- Committee positions: The Chair and Co-chair positions were selected prior to this meeting. The Secretary position was offered during the meeting to any member who wished to fill it.
 - Chair: Johanna Lee
 - Co-Chair: Kristen Roberts
 - Secretary: Erin Lassial

Johanna: We are pleased with the new and returning members. Part of the value of this committee is offering membership to new areas. Over time, it strengthens each division's internal structure of assessment as members are trained and get a more intensive perspective of the non-academic assessment process. Members are key to

sharing information and updates from this committee back to the folks in their division. This creates loop of feedback and communication that allows us to continuously improve our culture of non-academic assessment work on this campus.

2. Ambassador team: we currently need additional volunteers for this role. However, we'd also like to move forward with having all committee members complete the training since members are the best resource for assisting folks in their areas with assessment and serving as a liaison between the NAAC and their division. Johanna will send out training information in the beginning of January.

3. Charge, reviewed:
 1. Review annually the measures, targets, and findings of the non-academic (non-credit bearing) units of the College including:
 - Academic Affairs
 - Academic Support Services & Instructional Technologies
 - Student Affairs
 - Administration
 - Advancement
 2. Provide input on the selection of, participate in, review and report on, the non-academic outcomes of non-academic surveys implemented at this institution.
 3. Serve as a reference/resource to the non-academic areas to develop, refine, and communicate their assessment processes.
 4. Assist the non-academic areas with Taskstream use, understanding, and reporting.
 5. Support a culture of non-academic assessment:
 - a. Establish best practices for non-academic assessment at our institution using established NAA SLOs
 - b. Coordinate and align non-academic assessment practices with academic assessment practices
 - c. Facilitate a yearly non-academic symposium
 - d. Maintain ongoing non-academic assessment data to support our accreditation with Middle States

Johanna: specifically, the changes to the charge are #2 and #5. Item two came from feedback from members of the previous committee who suggested that they'd like to see surveys that included the administrative area in addition to what we already offer. Current non-academic surveys tend to focus on the student experience, engagement, and satisfaction. Item #5 has been expanded to include a yearly non-academic symposium. Last year the President and Provost attended a NAAC meeting where this idea was presented as an effective method for campus reporting and sharing.

Goals for 2020-21 (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.
Johanna: Now that we have an established committee, these communications will resume in January.
2. Identify and train new ambassadors and work with areas to get back into the cycle of assessment – many areas out of cycle due to pandemic.
Johanna: If there are members who would like to volunteer to be an ambassador, please reach out. At this time, we will move forward with the training for all members.
3. Review of the recent NSSE and discuss/review the instruments for ongoing non-academic assessment.
Johanna: Update from Sarah Todd: The NSSE (National Survey of Student Engagement) was administered last spring on schedule. The timing of its release created a situation where responses straddled the time right before and after we went fully remote due to the pandemic. This had an impact on the types of responses given by students. Also, as a reminder, the NSSE is no longer required by SUNY. Therefore, we don't have the comparative data that we once had. Sarah will share/review the results of this survey with the committee at a future meeting.
4. Development of non-academic SLO's and a corresponding 3-year reporting cycle.
Johanna: Molly and I have a draft outline which needs to be completed this year. Once completed, we will review to ensure that it encompasses all of the non-academic divisions before moving to implement them.
5. Expand the current NAA Symposium to include all of the non-academic divisions.
See discussion above.
6. Update: website, 2021 Non-Academic Training Guide, One Drive Repository
Johanna: Website revisions are nearly done and will be submitted soon to Travis. I am also working on revising the Non-Academic Training Guide and will bring it to this committee for review once I have completed it. All new members will be added to the One Drive Repository. This is where you can find a number of resources that have been developed to assist areas with completing assessment. Documents will be updated as we go forward with our work this year.

Update on current non-academic survey instruments (NSSE, SOS, Comprehensive Survey)

Johanna (information from Sarah Todd):

SOS (Student Opinion Survey): To stay in the current cycle of non-academic survey administration, this is the survey that would be given this spring. Last year SUNY decided that they didn't have the resources to continue this survey. A lot of campuses pushed back on this decision as they need/want the data for Middle States accreditation. Pre-pandemic a working group was formed to create a new survey. However, no work was accomplished. The most recent update is that SUNY is planning for a spring administration of this survey.

NSSE (National Survey of Student Engagement): See notes above.

Next Steps

1. Meeting/training with new ambassadors (all committee members to be included).
Johanna will send out invites and information in January.
2. Begin meeting with areas to check in on closing the loop on last year's assessment and launching this year's assessment plan.
Will begin this after the training in January. Many areas have not yet closed the loop on last year's assessment work. As we assist folks, it's important to keep the context of the pandemic in the forefront. This has impacted the way that people do business and how they gather student data. We can help people frame their assessment from the perspective of what lasting changes do they see happening in their areas as a result of the pandemic. A few examples include the expansion of online services to students and paperless communications via HR.
3. Website updates, Non-Academic Training Guide Revision & One Drive update
Will be completed and shared by Johanna.
4. Work on NAA SLOs
Johanna will continue this work and update the committee. If anyone is interested in working with her on this, please let her know!

Resources

1. One Drive – Johanna will send invites to new members
2. Website – updates in progress

Meeting calendar for the remainder of the year

Date	Time	Location
1/13/21	9AM	Teams
2/10/21	9AM	Teams
3/10/21	9AM	Teams
4/14/21	9AM	Teams
5/12/21	9AM	Teams
6/9/21	9AM	Teams