

**Non-Academic Assessment Committee Meeting Minutes**  
**2PM, Wednesday, Feb. 10, 2022**  
**Teams Meeting**

**Present:** Sean Conklin, Ed Smith, Tonka Jokelova, Erin Lassial, Johanna Lee, Kristen Roberts, R.J. Thayer

**Absent:** Derek Converse, Sara Hartman, Andrew Fitch, Lashawanda Ingram, Sarah Todd, Kirk Jones

**A. Review the Non-Academic ISLO document**

There was discussion about the design, context, clarity, and functionality of the document:

- Add brief description for clarity to the section: Alignment Examples
- Discussion about how the concrete presentation of the Institutional Goals and ISLOs will help with program planning.
- Reviewed the 3-year reporting cycle and the reality of its implementation on assessment planning and symposium.
- Agreed to accept document with the above edit. The document will be referenced at faculty assembly and added to the website under NAAC and ISLOs. It can be used and referred to when assisting folks with their planning.

**B. Plan for completing this year's assessment plans**

There are still areas who need to complete their assessment plans for this year. Johanna requested helping in reminding and assisting folks. She will email lists to members.