

**Non-Academic Assessment Committee Meeting**  
**1PM Wednesday | February 19, 2025**  
**Teams**

**In attendance:** Johanna M Lee, Derek Converse, Shelly Thompson, Sara Hartman, Maurizio Paniconi, Kirk Jones, Kristen Roberts

**Absent:** Sarah Todd, Sean Conklin, Erin Lassial, Rebecca Snyder

**A. Review of 24-25 Annual Assessment Plans**

- a. How assessment plans will be assigned for review going forward
  - i. Johanna will assign ambassadors
  - ii. A list of the areas will be used for the walk-in sessions to make notes of items for follow up
- b. Review remaining plans and identify symposium participants
  - i. Johanna and Derek will complete the review
  - ii. Johanna will send a list of symposium participants

**B. Annual Non-Academic Assessment Symposium**

- a. Annual Symposium
  - i. Shelly will book the room.
  - ii. The event will be June 2<sup>nd</sup> or 3<sup>rd</sup>.

**C. Downloading Assessment Plans from Taskstream**

- a. The committee will take care of downloading 2023-24 and 2024-25 plans for people. If areas want to download additional years, they are welcome to do so on their own.
- b. Johanna will send a list of areas for each ambassador to download along with directions.
- c. Some areas will not be able to be completed until the end of May when their plans are entered. We will have until the end of June to complete these.
- d. Johanna will send a memo stating this plan to the non-academic areas.