Non-Academic Assessment Committee Meeting
2PM Wednesday | March 13, 2024
Teams

In attendance: R. Chad Brown, Anna Ching-Yu Wong, Derek Converse, Amanda Crump, Suzanne Davis, Chelsea DeGroat, Alicia Flynn, Patrick Harrington, Sara Hartman, Tonka Jokelova, Erin Lassial, Johanna Lee, Louisa Lewis, Ben Matott, Maurizio Paniconi Pagan, Amanda Persons, Megan Reidl, Kristen Roberts, Amanda Rowley, Rebecca Snyder, Richard Thayer, Paul Todd, Melissa Tulip, Megan Warren, and Hillary Wolfe

Absent: Sean Conklin, Kirk Jones, Katharine Matthis, Betsy Rohr Adams, Sharon Tavernier, Shelly Thompson, and Sarah Todd

A. **Non-Academic Assessment Annual Symposium**
   a. Purpose: (review the strategic plan)
      i. Provides annual review of the College's strategic plan.
      ii. An opportunity for areas to learn about and collaborate on initiatives.
      iii. Cyclical assessment of the 7 goals in the strategic plan with outcomes.
      iv. Provides documented evidence that the College is engaged and participating in assessment that is tied to the goals for advancing the institution. It is an example of assessing institutional effectiveness.
   b. Structure: (previous year report)
      i. Group discussions and reports.
      ii. Based on annual assessment plans that align with the two goals being assessed this year: Academic Excellence and Improving Operational Effectiveness.
      iii. Results in an annual report that is presented in the Executive Committee to the VPs and President.
         1. Discuss relevance, outcomes, and advancement of the goals.
         2. Present recommendations.
   c. Logistics: (calendar invite)
      i. Date: Tuesday, June 11, 2024.
      ii. Time: 9 – Noon
      iii. Location: MCC and Teams (hybrid)
      iv. Participants: Us!
      v. Other details: refreshments served.

B. **Preparation**
   a. Group 1: Academic Excellence: Sara Hartman and Maurizio Paniconi
      i. Registrar: Sharon Tavernier
      ii. Advising Center: Chad Brown
      iii. CLDIOI: Tonka Jokelova
      iv. C-STEP: Paul Todd
      v. International Programs: Erin Lassial
      vi. Southworth Library: Anna Ching-Yu Wong
      vii. Student Accessibility Services: Megan Riedl

    viii. TRiO: Hillary Wolfe
    ix. Jump Start: Louisa Lewis
    x. Academic Recovery: Shelly Thompson
    xi. Facilities Management: Derek Converse

b. Group 2: Improve Operational Effectiveness: Johanna M Lee, Sean Conklin, and Rebecca Snyder
    i. Budget Office: Melissa Tulip
    ii. Business Office: Megan Warren
    iii. Financial Aid: Suzanne Davis
    iv. Information Services' Helpdesk: Ben Matott
    v. Student Accounts: Alicia Flynn
    vi. Travel Services: Amanda Rowley
    vii. Research & Sponsored Programs: Betsy Rohr Adams
    viii. CARC: Patrick Harrington
    ix. Davis Health Center: Katharine Mattis
    x. SAIL: Chelsea DeGroat
    xi. Student Affairs Technology: R. J. Thayer
    xii. Student Conduct: Kristen Roberts

c. Overview of presentations and discussions (review template)

d. Next Steps:
    i. Review your assessment plan and begin filling in template.
    ii. Next meeting to review questions and information on templates.
        1. Meeting invite for April 10, 2-3PM on Teams.

e. Questions
    i. Is there a dress code?
        1. No specific dress code required for the symposium.
    ii. For the next meeting, will be doing a practice run of the presentation?
        1. The foundation of the presentation will begin to be filled out at the next meeting. The presentation will be finished by the time Symposium arrives, so no further preparation will be needed. June is the deadline for the template. At each meeting questions can be asked and then the content can be adjusted.
    iii. Will we get an idea of what questions could come out at Symposium?
        1. Assessment Questions from the Preparation Template will prepare everyone for the questions asked at Symposium.
    iv. Do you want us to write something prior to the next meeting?
        1. First, the Assessment Questions from the Preparation Template indicate what is being presented at Symposium. Second, Taskstream will be the foundation for filling out the grid that encompasses the assessment initiative, the impact/outcome, and the reflection/next steps. The grid will be presented post-Symposium. Both can begin to be filled out.