

**NAAC Committee Meeting Minutes**  
**Tuesday, June 18, 2019**

**Present:** Amanda Crump, Kristen Roberts, Teresa Minckler, John Kennedy, Megan Warren, Sean Conklin, Erin Lassial, Kerrie Cooper, Anne Drake, Kirk Jones, Sarah Todd, Johanna Lee

**A. Review of goals for the year (review Executive Summary)**

1. Ambassadors have all been matched to 2-4 areas. Most matches are within the same division. There is a document on the One Drive that details all of the matches.
2. Most areas are already aligning with the best practices calendar. Ambassadors will continue to support this schedule with folks. There was discussion around reminding people that although the time outlined in the cycle are when the bulk of information is entered, people are encouraged to visit, update, review, and add information to their assessment plans in TaskStream all year long. TaskStream should not be thought of as a repository but rather a living document that evolves along with the implementation of plans.

New Best practices cycle for non-academic assessment:

May	August & September	January
Enter Assessment Findings and Actions for the completed AY. <div style="text-align: center;">↓</div> Complete year-end report (all areas due June 1) <div style="text-align: center;">↓</div> Create Assessment Plan for the coming AY.	Ambassador check-in to make necessary refinements to the standing Assessment Plan.	Enter mid-year findings.

3. Ambassadors continued to provide TaskStream training this year. It seems in general, comfort continues to increase. Resources are available on the One Drive as well as on the website. Johanna will make final website updates this week.
4. Sarah provided an update on the SUNY cycle of student surveys:  
 Off year (2018-19) – completed the Comprehensive Survey  
 NSSE (2019-20)  
 SOS (2020-21)  
 However, SUNY is discontinuing the SOS because ACT no longer wants to administer it. ACT also does not want to sell it to SUNY. Therefore, SUNY will be creating their own satisfaction survey to replace the SOS. Sarah volunteered to be on the committee who will develop the committee to ensure that we have an advocate because there are unique considerations for schools in the tech sector. She will provide relevant updates to the committee and specific areas as they become available. With the roll out of a new survey, all historical data will be lost. There was discussion about the opportunity to discover new things and gain additional insights with the new survey.  
 Sarah is not sure if the NSSE will be continued either since it is an expense for SUNY. At this time, we will assume that it will continue according to the above schedule.

5. A sub-committee worked on a proposal for reporting and communicating non-academic assessment results. The committee will review this proposal. Ultimately, we need to think about a couple of things. First, how can we begin to align all non-academic assessment work with our institutional goals and also the 7 Middle States standards? Also, we need to work with area VPs on a plan for how these results can be used to communicate assessment work to the campus in a way that makes sense and contributes both to our institutional goals and alignment with Middle States.

There was not time in the meeting to review the proposal but Johanna will send it out to everyone to review. Please send her ideas or thoughts about alignment. We will settle on a final version at the first fall meeting.

6. Johanna asked if anyone had any other reflections or things that they felt should be added to the Executive Summary. She would like to share it with the VPs so please email her anything before Friday. In general, a lot of great work was done this year and everyone should be really proud of that!

**B. New goals (next assessment cycle):**

1. Increased communication with areas through the assessment cycle. It was agreed that in order to better establish the culture of assessment, periodic email updates along with adding the cycle of assessment to divisional operational calendars would be really helpful. This helps to keep things consistent and on people's radar from the start of the year. Johanna will propose this idea to the VPs to get their suggestions for how to best accomplish this in each area.
2. An on-boarding process for introducing new people to non-academic assessment and initial training. We need a way of identifying people new to positions that need exposure to assessment as well as new positions on campus that will be tied to assessment. Johanna will work out a draft to share with the committee in the fall.
3. Sarah has a rough draft of the comprehensive survey results. Next year we will look at these more closely and talk about ways that we can infuse themes into the work that we do when writing assessment plans with folks.

**C. Comprehensive Survey:**

Sarah shared the rough draft of the results as well as the questions that were asked. There was a 6% response rate. It was offered to all students and all of the questions were short answer. The results were reviewed and discussed. Sarah will do more campus-wide sharing when she has results ready. As it is shared, we can work with areas on how to incorporate results into their assessment work. Thank you to Sarah and the sub-committee (Sarah Todd, Amanda Crump, John Kennedy, and Mat Nichols) who worked on this!

**D. Non-academic reporting cycle:**

We were not able to review the proposal so Johanna will share it with the committee via email. Please share any ideas or input with Johanna over the summer and she will bring this back for final review in the fall. Thank you to the sub-committee (Sue Law, Kerrie Cooper, and Sean Conklin) for all of the work they put into this!

**E. Closing:**

1. Reflections on the year.
2. Next steps for coming AY.
  - a. Ambassador team will reconvene in August
  - b. Committee will have first meeting in October