

**NAAC Committee Meeting Minutes – Recorded by Erin Lassial
9AM, Wednesday, June. 9, 2021**

Teams Meeting

Attendance: Johanna Lee, Kristen Roberts, Andrew Fitch, Ed Smith, Sarah Todd, Erin Lassial, Derek Converse

Absent: Tonka Jokelova, Lashawanda Ingram, Richard Thayer, Sean Conklin, Kirk Jones

A. Reflection: Symposium

Thanks to everyone for wonderful presentations that were thoughtful and informative! The process and flow were excellent. The contributions of all members are deeply appreciated.

- Please complete the survey for feedback! Johanna will share results next week.
 - *Presentations were of a story telling nature which created engagement and increased the impact. It gave the data presented on the slide's context and energy*
 - *Andrew noted that he learned a lot about all of the work that the non-academic areas do. He noted that in his opinion, continued student participation on this committee is important as it offers context and closes a communication gap. Erin seconded this and asked about having representation from SGA in the future. Johanna has been in touch with Priscilla about this and SGA is willing to participate. It just didn't work out this year due to the kind of year it was.*
 - *Johanna mentioned that next year the symposium should offer other areas the opportunity to present. The committee will become mentors to the next group of presenters and will be attendees.*
- Setting benchmarks
 - *Development of SLOs: subcommittee for next year. If anyone is interested in joining, please contact Johanna*
 - *Discussion of creative ways of obtaining data outside of surveys. We have the SSS survey that does provide data. Other things we can look at by area include focus groups, advisory structures, and existing mechanisms in place that serve to obtain feedback. Mechanisms could be shared also as in across divisions and/or programs when the desired outcomes are common to all. Areas can think creatively about this and we can further develop benchmarks based on identified things going forward.*

B. Year-end

- *Please complete year end findings and remind folks in your areas to do the same. Also, please remind areas to add reflections and noted about how the findings will be used for program improvements. Last, please upload your comprehensive year-end reports. These offer context and full report on each area's work.*

C. Middle States

- *Johanna noted the working groups are all active and moving along their timelines. The self-study design is due July 1.*
- *Kristen noted that the Student Affairs division is working to update all of their webpages in order to ensure that information is up to date and available. This would be a great thing for all areas to think about since so much has changed with COVID.*

- *Johanna asked if anyone had any questions or concerns that she could speak about or if people were aware of questions or concerns that she could address. No one had either.*

D. Year in review: goals established in the executive summary for 2020-21

Johanna has not completed the summary yet. She will draft it and send it to the committee to review and make feedback before submitting it. For today we reviewed the goals we established at the start of the year for the committee.

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.
 - a. *Communication was challenging this year for a number of reasons. As things return a bit to normal next year we will be able to get everyone onto a consistent schedule. The good news is that many areas who lacked years worth of TaskStream data are now caught up. This coincides perfectly with our Middle States review since they will be looking for 3-years worth of data.*
 - b. *Johanna proposed the idea of creating an operational calendar each year to give to all of the division that include critical dates such as TaskStream due dates, symposium, etc. This will help areas incorporate it into their work.*
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.
 - a. *This is a new committee so ambassadors were not selected. Instead, all new members participated in training. Many areas were brought up to date with their assessment plans and all areas who are behind have been notified and offered assistance and resources.*
3. Review of the recent NSSE and discuss/review the instruments for ongoing non-academic assessment.
 - a. *Sarah Todd provided this group with an overview of the results. She will be providing additional presentations to the campus in the fall.*
4. Development of non-academic SLO's and a corresponding 3-year reporting cycle.
 - a. *Working in the direction of benchmarks and exploring other assessment methods like CAS standards*
5. Expand the current NAA Symposium to include all of the non-academic divisions.
 - a. *This went really well and we're looking forward to reading the feedback for modifications going forward. We would like all areas to have an opportunity to present over a 4-5-year cycle.*
6. Update: website, 2021 Non-Academic Training Guide, One Drive Repository
 - a. *All updates have been completed*

E. Next Steps

1. *Complete year-end reports (all, see above)*
2. *Complete Executive Summary (Johanna, see above)*
3. TaskStream updates
 - a. *It appears that the work spaces require some cleaning up including removing sections that we don't use and updating the names of work spaces to correspond*

with the department who uses them. Johanna asked that folks email her any changes they want and she will create a comprehensive list of what needs to be completed. Sarah volunteered to coordinate the changes in TaskStream. Johanna will send her the list once complete.

This is the final meeting for this academic year. We will reconvene in September, please look for communications in August. Johanna thanked everyone for their time, contributions, and enthusiasm in making this a productive committee.