

Non-Academic Assessment Committee Meeting Minutes
3PM, Wednesday, August 17, 2022
Teams Meeting

In Attendance: Johanna Lee, Kristen Roberts, Sarah Todd, Tonka Jokelova, Sara Hartman, Richard Thayer, Derek Converse, Erin Lassial, Sean Conklin

Absent: Lashawanda Ingram, Ed Smith, Kirk Jones

A. Review symposium feedback:

- Updates for 22-23 symposium: Overall feedback both from the surveys and anecdotally suggests that the format and timing were well received and so will be continued. Changes for this year:
 - Identify the cohort who will be participating in symposium earlier. The committee will make the initial recommendations, which division VPs will have input on. After that people can self-select to participate if they have an initiative that fits with the institutional goal and/or student learning outcomes of focus for the year
 - Walk-in sessions will be scheduled specifically for people participating in symposium as well as people who are not. Sarah (Todd) will work with people who are doing symposium to identify key performance indicators (KPIs) and methods for gathering data that support them. This will strengthen the results of assessment plans and assist in the preparation process for symposium as it will give additional lead time
 - Rather than reporting on previous year assessment data we will work with current year. Working on assessment data for the prior year proved to be confusing for many people. Also, since our symposium is later in the year than the academic symposium it is possible to have the data completed

B. 2022-23 Assessment Focus

- ISLO: *Industry, Professional, Discipline-Specific Knowledge and Skills.*
IG: *Create a Robust, Active, and Enriching Campus Life and Build Greater Awareness of SUNY Canton and Create Local, Regional, and National Partnerships*
- Key performance indicators that support the ISLOs and IGs

C. Review of SUNY Student Satisfaction Survey (SSS) – Sarah Todd

- Not planning on implementing again in spring '23. Sarah is encouraging areas to do micro-surveys that are focused

D. Key Performance Indicators (KPIs) and the Strategic Plan – Sarah Todd

- Sarah is working to identify KPIs that support the objectives outlined in the plan. In some cases, she has found evidence of work that already supports the objects, but not for all. Working with the non-academic areas to see where some of these gaps can be filled.

E. Next Steps

1. Identify areas for symposium. Johanna will send a list for the committee's input that will then be shared with the VPs
2. Schedule walk-in sessions once areas have been identified

F. Proposed meeting schedule for the year:

Date and time will remain the same. The majority would like to continue to have meetings on Teams.

Date	Time	Location
9/14/22	2PM	Teams
10/12/22	2PM	Teams
11/9/22	2PM	Teams
12/14/22	2PM	Teams
1/11/23	2PM	Teams
2/8/23	2PM	Teams
3/8/23	2PM	Teams
4/12/23	2PM	Teams
5/10/23	2PM	Teams
6/14/23	2PM	Teams