

Non-Academic Assessment Committee Meeting
3PM, Wednesday, September 14, 2022
Teams Meeting

- A. New Member:** Maurizio Paniconi from Admissions. He will be an ambassador for assessment as well as a member of the committee.
- B. Review assessment alignment:**
- Johanna presented the alignment document that clarified assessment reporting for each area to either the institutional goals or the ISLOs. The purpose is to help clarify where people align. However, it may differ from year to year, so alignment is difficult. Unlike academic courses, non-academic programs, and units of the college experience greater flexibility in their outcomes.
 - This document could create a 3-year cycle of assessment for areas but would remove the flexibility.
 - A point of clarification was made the ISLOs and goals in the document are the goals from the College's strategic plan and the ISLOs reflect the established ones that the academic side has been assessing for several years. The cycle in the document reflects the same cycle that the academic side uses for assessing the ISLOs.
 - Ideas included: allowing areas/units to align as they see appropriate each year. There will be a learning curve here as people may not understand their alignment. We could open symposium to anyone each year, yet if people don't sign up, we may not catch all areas within a 3-year cycle. Another option would be to ask the VPs to identify reporting programs/units for their divisions each year. Another idea presented was for this Committee to select people for symposium based on their yearly assessment plan. The ambassadors will review completed plans and identify the ones who are aligned to the ISLO(s) and institutional goal(s) each year.
 - Kirk noted that a new stipulation of Middle States is yearly reporting for the non-academic side. So, if areas are not reporting at symposium that program needs to have an alternative method of providing their assessment results.
 - The discussion was tabled at this point for people to consider options.
- C. Walk-in assessment sessions:**
- Johanna asked for volunteers to help schedule the walk-in sessions including identifying dates and times, location, and room reservations. The goal is to have them completed by mid-October.
 - Maurizio, Kristen, and Sara Hartman volunteered.
 - People will be assigned to at least one session. Newer people will be paired with senior members.

D. Next Steps

1. Completion of yearly assessment plans during walk-in sessions. All plans due by the beginning of November.

E. Meeting schedule for the year:

| Date | Time | Location |
|----------|------|----------|
| 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 |