

**NAAC Ambassador Meeting
Tuesday, Sept. 17, 2019
French Hall Conference Room**

Present: John Kennedy, Megan Warren, Sean Conklin, Theresa Minckler, Patrick Massaro, Amanda Crump, Erin Lassial, Johanna Lee

A. Review best practices for non-academic assessment

- Begin alignment with Middle States standards
 - Academic Assessment follows a 3-year reporting cycle. Each year of the cycle is aligned to a different SLO (Student Learning Outcome) with courses selected for assessment that meet the criteria for that particular outcome.
 - Our goal is to do something similar on the non-academic side by developing a 3-year cycle. John mentioned that a recent development for divisions of Student Affairs on other campuses is to define SLO's i.e.: sex education. Thinking about the non-academic areas, there are SLOs that could be assessed. Other goals may be able to be defined as related to either recruitment or retention.
 - Ultimately, we will need to define these goals and with the approval of the area VPs, these will become the focus for our 3-year reporting cycle.
 - For this year, begin working on helping people refocus the language of their assessment plan to align with our Institutional Goals and with the 7 Middle States Standards. This is something that should help further refine existing plans and will put everyone in a good position to incorporate SLOs and other goals, once we get to that point. Hopefully, that will be next year.
 - As ambassadors, think about what SLOs exist in the areas that you work with that represent opportunities for assessment. Because the NSSE, SOS, and Comprehensive Survey are also on a 3-year cycle we have existing tools in place to assess various things and reviewing these can help us further define the SLOs that are appropriate to NAA. We will not introduce this to areas assessment plans until we have worked it out as a committee. It is just a thing to keep in focus this year in working with areas.
 - Help your areas become more familiar with the Institutional Goals & Middle States Standards and how their assessment plans are part of these and how they are interrelated.

Actions: Johanna will work with Kirk and Molly to further define the non-academic reporting goals and cycle and she will keep this group as well as the committee informed.

Current cycle of non-academic assessment

May	August & September	January
<p>Enter Assessment Findings and Actions for the completed AY.</p> <p>Complete year-end report.</p> <p>Create Assessment Plan for the coming AY.</p>	<p>Ambassador check-in to make edits/adjustments to the standing Assessment Plan.</p>	<p>Enter mid-year findings.</p>

B. Onboarding new areas and people

- Training and introduction needs

When a person is new to the campus or a position we will not be expecting them to engage fully in the cycle of assessment. Instead, we would like to welcome them to assessment by having them receive a letter outlining how assessment is done on this campus, who the NAAC is and the role of the ambassadors. The group talked about who this letter should come from... the Provost? Assoc. Provost or area VP?

- Timeline for introducing people to assessment

In their second year, people will be eased into the assessment cycle. We want to give people a favorable impression of assessment and help them see how it can benefit their work. Working with new people will involve introducing them to TaskStream and learning how to enter data. The group agreed that since experience with assessment and with technology varies so greatly, it would be best for these training sessions to occur 1:1 with the ambassador. Year 2 is also when we will provide them with the resources we have developed such as the “how to” screen shots and training manual. Ambassadors will assist in helping people define key elements such as Goals, Targets, Measures, etc. Also introduce Institutional Goals and Middle States standards.

Actions: Johanna will work on drafting a letter that would be sent to new people and a process for delivering it. She will share both the draft and process with this group.

The spreadsheet in the One Drive will be kept up to date with training.

C. Communication piece from area VPs

- How can we craft this to best support the work of the ambassador team?

The team agreed that it would be nice if an email went out either from the Provost’s office (or Assoc. Provost) or the area VPs similar to that which is sent each year regarding academic assessment. The idea is to set the assessment agenda for the year (including dates for assessment plans, mid-year, and year-end), introduce the ambassadors and their role, update folks on the progress of the NAAC, and give credibility to NAA by having it come from someone other than us!

If divisions have operational calendars, assessment can also be added to that and updates can be shared at either director meetings or division meetings.

Actions: Johanna will define this process and report back to this group.

D. Update ambassador/area matches

- Review/update spread sheet in One Drive – a number of new areas and people this year

The spread sheet was updated and is available in the One Drive.

Actions: Everyone should update and refer to this sheet as needed to add new people/areas and keep training needs up to date.

E. Next steps

- Ambassadors schedule check-ins with their areas to wrap up anything outstanding from last year and review this year's plans
- One Drive to maintain notes, training info, area match spread sheet, etc.
- Calendar of remaining meetings

Date	Time	Location	Group
10/15/19	9AM	French Hall Conference Room	Committee Meeting
11/19/19	9AM	CC 218	Ambassadors
1/21/20	9AM	French Hall Conference Room	Committee Meeting
3/17/20	9AM	French Hall Conference Room	Ambassadors
6/16/20	9AM	French Hall Conference Room	Committee Meeting