

**NAAC Committee Meeting Minutes**  
**2PM, Wednesday, September 29, 2021**

**Teams Meeting**

**Attendance:** Kristen Roberts, Johanna Lee, Lashawanda Ingram, Derek Converse, Tonka Jokelova, Sean Conklin, Andrew Fitch, Sarah Todd

**Absence:** Ed Smith, Sarah Maneely, R. J. Thayer, Erin Lassial, Kirk Jones

**A. Review charge:**

1. The Committee charge was reviewed – no comments or questions.

**B. Goals for 2021-22 (Executive Summary)**

1. Yearly assessment plans: setting benchmarks for determining success, alignment, progress, satisfaction, student learning outcomes, etc.  
Discussion: talked about methods for going beyond reporting numbers to setting benchmarks for success and contributions to student learning. Further discussion included the complications of learning and assessing it, particularly when it cannot be measured over time to determine impacts on the social and academic development that the non-academic areas primarily focus on. How benchmarks are determined and assessed may be different from area to area and uniquely created.
  - Sarah noted that it will be important to consider that currently 45% of our students are fully online and should be included in feedback that we report.
  - Sean presented an idea for “sandwiches and surveys” for getting student feedback on dining.
  - Andrew shared the Res. Life pulse survey given to students.
  - Johanna talked about some new methods being implemented in the Learning Commons.
2. Operational calendar – Johanna has created a calendar that is available on the website to update areas on key dates such as assessment plan due dates.
3. Updates to Taskstream workspaces – were mostly completed over the summer. If people have additional updates, please let Johanna know.
4. Continue Taskstream training and support – Johanna talked about hosting walk-in sessions where folks can request help with writing their plans or entering data in TaskStream. We will host a few each semester. Kristen noted that it is important for new members of this committee to attend some of these so that we have an increased number of people who can assist.
5. Continue and expand the non-academic symposium; review feedback from last year – Feedback was reviewed and discussed. A few take-a-ways included:
  - Providing data on benchmarks (student learning and satisfaction)
  - Clear demonstration on how the non-academic areas are inter-related in their mission and goals
  - Establishing a culture of sharing those things that did not go well or as planned. This helps to demonstrate continuous improvement.
  - Other people, outside of this committee, will be given the opportunity to present this year. Division VPs will be asked to make recommendations. As committee members, we

will assist others in preparing and will attend. The goal is to allow everyone to participate over a 3 to 4-year span.

**C. Non-Academic Surveys (Sarah Todd):**

- NSSE results have been compiled. Sarah is waiting for SUNY to release the SSS results so that she can present the results of both to the campus
- Unsure if the Comprehensive Survey will be given this year. Sarah plans to talk to Peggy about this
- Sarah noted that the COACHE (Collaborative on Academic Careers in Higher Ed) Survey will be given this year. This survey focuses on faculty satisfaction but does not include professional staff. Sarah referred to the recommendations of the last committee who recommended that a more inclusive survey be considered and asked if this should be revisited. Johanna indicated that she felt this was still relevant and in particular would provide data to some of the non-academic areas that are not represented on either the SSS or NSSE (such as payroll, HR, etc).

**D. Middle States Update (Johanna):**

- Our self-study design document was returned with few suggested edits/actions
- Working groups are in the end phase of gathering evidence and soon the evidence inventory review team will begin their work of reviewing the evidence
- There will be an open campus forum on 10/7/21 from 12:30-1:30PM with our Middle States liaison VP, Dr. Dean McKitrick. Johanna encouraged everyone to participate and to spread the word to colleagues as it is important that the non-academic areas are present. She also asked that folks send her questions that they would like answered during the open forum since Sean has requested this.
- Johanna asked if anyone had questions or further discussion about the self-study process. There were no questions or further discussion.

**E. Next Steps**

1. Update 21-22 assessment plans to represent benchmarks and alignment to institutional goals (all)
2. Email to update non-academic areas about this year's assessment plans (Johanna)
3. Schedule drop-in sessions (Johanna and all)

**F. Resources**

1. One Drive
2. Website

**G. Meeting calendar for the year**

Date	Time	Location
10/13/21	2PM	Teams
11/10/21	2PM	Teams
12/8/21	2PM	Teams
1/12/22	2PM	Teams
2/9/22	2PM	Teams
3/9/22	2PM	Teams
4/13/22	2PM	Teams
5/11/22	2PM	Teams
6/8/22	2PM	Teams