

NAAC Committee Meeting
9AM, Wednesday, March 10, 2021
Teams Meeting

Present: Kristen Roberts, R.J. Thayer, Lashawanda Ingram, Sean Conklin, Derek Converse, Ed Smith, Tonka Jokelova, Johanna Lee, Kirk Jones, Sarah Todd, Andrew Fitch

Excused: Erin Lassial

A. Updates:

- The updated NAA has been printed. Johanna can send out copies to anyone who would like them. They are helpful to have on hand when you are assisting areas or working on your own assessment in TaskStream. The updated version contains new examples and is reflective of how our assessment process has been refined over the past three years. The digital version is also available on our website:
https://www.canton.edu/media/pdf/Ambassador_Training_Guide.pdf
- The work of updating TaskStream work spaces continues. Johanna noted that she's pleased to see how comfortable and confident many areas have become in using TaskStream and in thinking/communicating about assessment in general. Some areas have less experience and are at a different place in their learning curve and that's okay too. Our goal is to empower all areas to be confident in doing their own work. This will be particularly important when we have our Middle States visit. It is important that area leaders can articulate how they do assessment and where it is housed, etc. The more we work with them to teach them skills, the better prepared they will be. It was noted that it is important to encourage areas to experiment in TaskStream. They cannot "break" anything or mess it up so it is encouraged that areas get in and try it as part of the learning process. This year's assessment has been impacted by COVID and this is a new committee. However, next year, we will work on improving communication pathways so that areas are clearer about dates and deadlines and having a single point of contact for reaching out for assistance, when needed.
- Survey revisions and updates – Sarah Todd: We don't have a ton of standing surveys on campus. For people currently doing surveys or considering them, Sarah has been working with them to tweak/modify questions to make sure that questions reflect information needed and personal information is not too identifiable. Sarah reiterated the importance of sending new surveys to the campus Institutional Review Board (IRB) for review. The point of contact is Barat Wolfe, email: irb@canton.edu. Additional information can also be found on their website: <https://www.canton.edu/irb/>
Sarah also mentioned that she can work with areas who do have surveys to complete revisions that might be needed in response to the impact of COVID and offering more services virtually.
The SUNY Student Survey (formerly the SOS) will not launch on March 15th as expected. The instrument has not been approved yet. Sarah has not yet seen a draft of the instrument but will share it with this group once she receives it so we will have an idea of what kinds of questions are included.
- Johanna reminded everyone that there are assessment resources and information in the One Drive. All information has been updated.

B. Non-Academic Symposia:

- The purpose, structure, and audience of the symposia were discussed. Johanna proposed that the first group to present this year could be this committee. Concerns about sharing assessment work that represented targets that people were unable to meet were raised. Johanna said that the idea isn't to "catch" people whose assessment plans didn't work out as anticipated. The idea is to talk about how data drives decisions and help people see the greater impact of their assessment work. Kirk shared that this same concern was shared by the faculty when they first started doing the academic symposium. He said it has taken time and experience for people to see that sharing and communicating their assessment work has had positive rather than negative or punitive outcomes.
- Our target is to hold this symposium by May, 2021. This year will focus on last year's completed assessment findings. Johanna will share a template that will guide what information is needed. She will use this to create a single PPT that will be used to guide the presentations. This year, symposia will be held via Teams.

C. Next Steps:

- Continue to update assessment in Taskstream – **all members** (encourage folks in your area to do the same!)
- Johanna will share the template for the symposia with the group once it is completed.
- Continue work on NAA SLOs – Johanna

D. Resources

1. One Drive
2. Website
3. Training Guide and Taskstream "How To" Guides (located in the One Drive and on website)

E. Meeting calendar for the remainder of the year

Date	Time	Location
4/14/21	9AM	Teams
5/12/21	9AM	Teams
6/9/21	9AM	Teams