

NAAC Committee Meeting Minutes
9AM, Wednesday, April 14, 2021

Teams Meeting

Present: Tonka Jokelova, Erin Lassial, Johanna Lee, Kristen Roberts, Richard Thayer, Sarah Todd, Derek Converse, Kirk Jones, Sean Conklin, Andrew Fitch

Absent: Lashawanda Ingram and Ed Smith

A. Updates:

- TaskStream work spaces are continuing to be updated and are almost complete! In the past we had an informal policy whereby we did not require new people to complete assessment during their first year. We are no longer doing this as we'd like to have assessment be introduced when people are new in order to familiarize them and help them put it into their work flow from the start.
- Reminder: Year-end findings will start in May. We talked about launching next year's plans from the perspective of COVID and many people's current plans are amended to address the impacts of COVID. It was agreed that the impact will likely be felt in our assessment work for a number of years to come. Although we expect the fall to be *business as usual*, we can't fully anticipate what that will look like. Therefore, next year's assessment plans should acknowledge things that are permanently changed as well as strategies put in place to pivot services, should it become necessary. So, COVID will not be absent in next year's plans, but may not be as central as it was to this year's plans.

B. Non-Academic Symposia:

- Will host on Teams in mid-May. It has been discussed with all of the division VPs and they are supportive of this initiative and the value it offers in terms of sharing information. With regards to the pandemic, leaders are aware that this has disrupted plans and planning and the emphasis should not be on whether or not areas met targets, but rather how your area managed the shift and what changes may be permanent going forward.
- The presentations will consist of the areas on this committee. This is the first year of doing this across all of the divisions so it is an opportunity for us to try it, reflect and redefine it for the participation of a wider group in the future. Each year we will be adding more participants with the goal of having all areas participate.
- Johanna presented the preparation template. A few items regarding the template were discussed:
 - o Folks are encouraged to make this engaging and there will be presentation time limits. The value of this forum is in the conversation that is generated. We will not simply be reading the slides but rather showcasing the work of areas.
 - o Each area should include the one main thing that they assessed. We are not looking for volume. We want to emphasize new or changed initiatives or efficiencies.
 - o Areas should populate the template with their assessment information in TaskStream from 2019-2020. If an area did not use TaskStream last year the information can be pulled from the year-end report.
 - o The template information will be used to create the slides, which Johanna will complete for everyone.

- Johanna will email the group the template and last year’s slides. The completed templates are due back to Johanna by 4/28. Johanna is happy to help folks via phone or Teams if there are questions about how to complete the information. If you have feedback about the process of completing the information, please include that too.
- Johanna will complete the slides by 5/5 and the group will review them at the next meeting in preparation for the symposium.

C. Next Steps:

- Work on symposia template (due 4/28)
- Work on slides (Johanna – due 5/5)

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
5/12/21	9AM	Teams
6/9/21	9AM	Teams