

NAAC Committee Meeting Minutes – Erin Lassial
9AM, Wednesday, May 12, 2021

Teams Meeting

Attendance: Kristen Roberts, Johanna Lee, Derek Converse, Sarah Todd, Richard Thayer, Kirk Jones, Lashawanda Ingram, Sean Conklin, Ed Smith, Tonka Jokelova, Andrew Fitch, Erin Lassial
Guest: Aimee Walker

A. Updates:

- TaskStream year-end due 6/1/21: Findings, Results for Program Improvement, and Reflections
- Tips:
 - o Upload your year-end report as substantiating evidence
 - o Copy and paste information from TaskStream into your year-end or vice versa
 - o Use the [non-academic assessment training guide](#) for examples
 - o Launch next year's plan now by using the completed current year as a starting point to help your future self out!
 - o Reach out to me! Myself or one of the ambassadors would be happy to assist with the process!
- Will begin working on the **executive summary** for this committee. Please submit goals you would like to see addressed or continued next year.
 - o Johanna proposed adding an operational calendar that communicates the milestones of the work of this committee in order to keep the campus informed. Also, updating mission statements and operational objectives in TaskStream that link to the CAS standards.
 - o The summary will be presented to this group to review before it is submitted, and folks will have a final opportunity to contribute at that time.
- Middle States (Kirk Jones)
 - o Discussed the formation of the working groups and an outline of the charge of these groups
 - o Discussed what could be expected by the campus community at-large as we move through the process
 - o Additional information can be found on the Middle States webpage, including the 7 Standards - <https://www.msche.org/venue/middle-states-commission-on-higher-education/>
 - o This is a transparent and inclusive process. We will hold regular updates in these meetings. Please share the information with your colleagues informally or formally at staff meetings. Feel free to bring questions or concerns back to Johanna or Kirk. We have planned a number of campus updates and these are outlined in our communication plan. Communication plan – shared on Teams chat

B. Non-Academic Symposium:

- Johanna indicated that the presentation is coming together and thanked everyone for the excellent contributions. This is a great opportunity to showcase the work and initiatives of the non-academic areas.

- Scheduled for May 28th from 1-2:30PM. Audience will be us, the presenters, as well as the VPs from the non-academic divisions on this committee.
- Review slides: add talking points and graphics if desired
- Discuss format: each area will present for 5-7 minutes. Kristen and Andrew will be the time keepers. Johanna will run the slides.
- We will conclude with Q&A panel for all of the presentations at the very end.
- Reviewed the purpose statement for the symposium
- The completed slides will be available on our webpage – available for the entire campus to review. It is also an excellent example for Middle States of how we foster a culture of assessment.

C. Review NSSE Results (Sarah Todd):

- NSSE results were reviewed and shared.
- Working on a presentation for the campus community at-large that will also include the SSS results.
 - August timeline so that areas can use the results in their assessment plans

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:

- We have one meeting left for this academic year
- Membership

Date	Time	Location
6/9/21	9AM	Teams

Action Items:

- ✓ *Review Executive Summer and Operational Calendar*
 - *Submit goals to be addressed or any changes/updates for operational calendar*
- ✓ *Due 6/1/21 – Task Stream Year End Information*