

Non-Academic Assessment Executive Summary

Academic Year: 2021-2022

Prepared by: Johanna M. Lee, Chair for the Non-Academic Assessment Committee

Non-Academic Assessment Committee Charge

1. Review annually the measures, targets, and findings of the non-academic (non-credit bearing) units of the College, including:
 - a. Academic Affairs
 - b. Student Affairs
 - c. Administration
 - d. Information Services' Helpdesk
 - e. Advancement & Canton College Foundation
 - f. College Association
2. Provide input on the selection, participation, review, and reporting of the outcomes for institutional and programmatic surveys.
3. Serve as a reference & resource to reporting areas to develop, refine, and communicate their assessment process.
4. Assist the reporting areas with repository (Task Stream) use, understanding, and reporting.
5. Support a culture of assessment:
 - a. Maintain best practices for assessment at SUNY Canton using established institutional student learning outcomes (ISLOs) and the institutional goals identified in the strategic plan
 - b. Coordinate and align non-academic assessment practices and academic assessment practices to the extent that it is appropriate to do so
 - c. Facilitate the yearly non-academic assessment symposium
 - d. Maintain ongoing assessment data in support of institutional accreditation with Middle States Commission on Higher Education (MSCHE)

Membership

- **Chair & Ambassador:** Johanna Lee, Academic Affairs
- **Co-chair & Ambassador:** Kristen Roberts, Student Affairs
- **Secretary & Ambassador:** Erin Lassial, Academic Affairs
- Lashawanda Ingram, Student Affairs
- R.J. Thayer, Student Affairs
- Edmund Smith, Information Services
- **Ambassador:** Sean Conklin, College Association
- **Ambassador:** Derek Converse, Administrative Services
- Tonka Jokelova, Academic Affairs
- **Ambassador:** Sara Hartman, Advancement
- **Standing Member:** Sarah Todd, Director of Institutional Research
- **Standing Member:** Kirk Jones, Director of Academic Assessment & Chair of Academic Assessment Committee

Summary of Accomplishments:

Initiative:

Outcome:

<p>Alignment of institutional student learning outcomes and goals with the assessment planning process for non-academic areas.</p>	<p>A guide demonstrating alignment was drafted, vetted through the Committee, introduced at faculty assembly, and posted online for campus access.</p>
<p>Review the measures, targets, and findings of the non-credit bearing units of the College. Incorporate benchmarks that provide context to outcomes and create assessment plans that reflect alignment with the institutional strategic plan and/or ISLOs.</p>	<p>A series of walk-in sessions were offered to all non-academic programs and units of the College. Ambassadors assisted with the identification of more clearly defined benchmarks as well as ISLO and institutional goal alignment.</p> <p>Participation with the Non-Academic Assessment Committee has increased with a few exceptions.</p> <p>Taskstream workspaces were updated to reflect changes in institutional structure and/or leadership.</p> <p>Sample assessment plans reflecting alignments were created and included in the Guide for Completing Non-Academic Assessment (referred to above). This Guide is available online.</p>
<p>Provide input on the selection, participation, review, and reporting of the outcomes for institutional and programmatic surveys.</p>	<p>The SSS survey was launched during the spring 2022 semester and results were reviewed over the summer for assessment planning purposes.</p> <p>It was recommended that the NSSE is discontinued for the following reasons: it is expensive, there is no longer</p>

	comparative data now that SUNY does not mandate it, we have a lot of other student surveys.
Assist with Taskstream use, understanding, and reporting.	<p>A new training guide was created that provided examples of aligning assessment plans with ISLOs and institutional goals. This guide also provided examples for updating plans in Taskstream.</p> <p>1:1 training was offered to all new areas.</p> <p>Ambassadors worked with areas to complete training, update assessment plans, and gather symposium data.</p>
Facilitate a yearly non-academic symposium	The first inter-divisional non-academic assessment symposium was held in June. All divisions of the College had representation. Reporting areas met in small groups to discuss their assessment plans, findings, and outcomes. The second half included reports from each group that were presented to the VPs. A follow up survey was completed to gauge success.

Continuous Improvement

Objective	Benchmark
Alignment of non-academic assessment plans with ISLOs and institutional goals.	<p>Establish a defined cycle for each program/unit that ensures at least one report over a 3-year cycle.</p> <p>Assessment plans for participating programs/units of the College reflect established alignments.</p>

<p>Review methods of gathering assessment data during the creation of yearly assessment plans to ensure that areas have methods for gathering data on established outcomes.</p>	<p>Data collection will be streamlined through the Office for Institutional Research.</p>
<p>Identify cohorts by institutional goal or ISLO for the purpose of planning and preparation in the annual symposium.</p>	<p>Identify participating areas according to the 3-year cycle by mid-year. Hold several focus sessions with these groups to discuss progress, data collection, and prepare for symposium.</p>
<p>Support a culture of assessment by encouraging participation with the Committee, accessible documents, and regular updates and communications.</p>	<p>All non-academic programs and units will have the opportunity to work with the Committee in developing their yearly assessment plan, create alignments, establish methods for data collection, and report outcomes.</p> <p>Meeting minutes, training guides, and all other resources created by the Committee will be available on the website.</p> <p>Updates on Committee work, ways to be involved, and progress toward symposium will be provided at Faculty Assembly. These updates will also include recommendations for preparing for the Middle States visit.</p> <p>Adopt the new template for year-end reporting that was created last year that includes outcomes by institutional goals as a method of summarizing all non-academic outcomes.</p>
<p>Increase ambassador outreach</p>	<p>Ambassadors will participate in reviewing yearly assessment plans and outcomes and will work with areas reporting in yearly symposium.</p>