Student Academic Assessment Team Minutes
August 29, 2022
Founders Room

Chair: (Who)

Roll Call:

x	Mindy Ashby		Darci Cather	x	Connie McGinnis
	Amanda Hannan	x	Ian Nicolaides	x	Judith Dollins
x	Dr. April Teske	x	Jamie Hickam	x	Dr. Ryan Thornsberry
	Carrie Davis		Dr. Kristin Shelby		Chevis Thompson
	Christina Faulkner	x	Mike McNally		
x	Craig Bradley			x	Cecilia Knight

Agenda Items:

I. Call to Order

The meeting was called to order at 2:09 p.m.

II. Approve Minutes of August 1, 2022

Dr. Thornsberry made the first motion to approve the previous meeting minutes, and Cecilia Knight seconded the motion.

III. Additions to the Agenda

-Plan for Assessment Day on October 7, 2022

IV. Items for Discussion

- **Complete Review of SAAC Action Plan (send suggestions to Mike)**

  a. The Curriculum mapping is still needing some attention.

b. April suggested that Darci works with CQI and the Standards team to create a timeline for due dates.
c. April suggested for the CTE programs and the nature of the accreditation that each CTE should identify the industry standards for each program and then, at the end, the program learning outcomes. Mapping the existing program as it is to see GECC, and program standards are achieved. Darci will work with Division Chairs to establish a good framework that can be consistent throughout the departments. (Dr. Thornberry asked for examples of other institutions already using the new assessment practices.)
d. Mike intends to work with faculty, individually or in division meetings, to map out the assessments to all courses listed in the College Catalog so he can create projects in WEAVE each semester.

- **Review SP22 Core Competency (CCAF) results**

a) SAAT broke out in groups to analyze data.
b) Mike showed examples of group results, and April shared that her assistant Cody created a form and has access to a server that hopefully will streamline the CCAF webform and submissions. Cody will present what he has when he is close to completing the project. Processes and artifacts and how items are submitted will have to be worked through.

- **Weave CCAF Assessment Projects Data**

a) Mike reviewed the WEAVE dashboard and shared data on completed and uncompleted projects. He stressed that he hopes faculty will complete the in-progress and not start progress in WEAVE to boost the completion rate.

- **Curriculum Mapping**

a) The committee agrees that the institution does not have curriculum maps for all programs.

- **FY22 CQI and FY23 Budget Action Plan**

a) Mike stated to work on past, present, and future CQIs. We should be starting FY24 and planning on requesting new items and closing the loop on the previous year. April stated the importance of the CQI and Budget for the FY24 cycle.

b) April said the budget and CQI cycle are not currently in sync. So, therefore, it does not do its job of helping the budget. Faculty, as it stands, begin the planning process in October; August is the planning deadline. Deans and Directors are already discussing what is going on in the budget before the start of the new year. An approved budget is due to the board before July. That way, faculty could request what they needed on time. Or plan for items in need for the new year. April suggests a January mid-cycle review to ensure faculty have time to modify their CQI and budgets. April offers working through faculty committees to establish the best Assessment day.
c) The committee agrees to send the SAAT timeline to the Academic Affairs Council for feedback.

- **SAAT Communication**

a) Mike will use the assessment email to communicate with (everyone) faculty and part-time instructors regarding CCAF and artifact collecting. This ensures everyone is on the same page in collecting artifacts and completing a CQI.
b) Mike suggests in division meetings to bring up assessments and discuss the need for budget planning. Mike is also considering a Survey Monkey to gauge what faculty would like to do in WEAVE.

- **Assessment Day Planning**
  a) What would this day look like? Is there money for assessment day? Mike will follow up with Darci regarding funding for this event. April Dollins stated that she feels like the breakout rooms never feel long enough.
     -Presentations, review current CQI and work on budgets AND CELEBRATE WHAT WE ARE DOING!
     -Come share a celebration from your area!
  b) Dr. Teske suggests stressing the importance of using the CQI for budgeting for the following year. Mike will remind everyone to review WEAVE in September to boost engagement in October. Mike will review and update the instructions for WEAVE so instructors can focus mostly on completing CCAFs and collecting artifacts.
  c) The Team reviewed last year's agenda from Assessment Day and discussed changes. Mike suggests reviewing and changing this at the next meeting.
  d) The Assessment Day Breakout list needs to be updated. The Agenda will be tweaked and reused. Closing the loop can replace the 9:00-9:20 time slot on the old agenda.

V. New Business

No new business

Adjournment

April Dollins made the first motion at 3:55 p.m. and Dr. Teske seconded the adjournment.