Student Academic Assessment Team Minutes
September 26, 2022
The Beach

Chair: (Who)

Roll Call:

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

Agenda Items:

I. Call to Order

II. Approve Minutes of August 29, 2022

Mandy made the first and April sectioned the motion to approve the previous meeting minutes.

III. Additions to the Agenda

-none

IV. Items for Discussion

- **Assessment Day Planning**- Review of Agenda

✓ SAAC day will have a taco bar
✓ Mike will be reaching out to everyone regarding CQI completion.

- ✓ Mike will be reaching out to remind the department chairs regarding missing CQI for co-curricular programs.
- ✓ Darci complemented that we do a good job projecting plans from our CQI and need to use the data to plan.
- ✓ Craig stated that the information needs to be as actuate as possible even if the data shows deficits. Even if we do not meet our goals, it needs to be captured. Darci also agreed that "capturing data" is essential.
- ✓ Darci and Mike will work on making groups for Assessment day.
- ✓ Closing the loop is the main focus for Assessment Day, rather than the focus being on completing a new CQI for the new year.
- ✓ The committee recommends that everyone have a completed CQI ready to upload to WEAVE on Assessment Day. Mike will email the instructions on entering data into WEAVE to everyone.

- **Review CCAFs and Rubrics**
- ✓ Mike reviewed the rubrics to ensure they are up to date.
- ✓ Dr. Thornsberry pointed out that the tense is inconsistent between written and oral communication.

- **Review of CQI Goals**
- ✓ Mike stated that we are pretty behind in WEAVE data entry.
- ✓ Mike will create a CQI map to know who oversees each department.
- ✓ Mike emailed the Core Competency Map to all of the instructors.
- ✓ Ultimately, each program should assess mastery in each core competency.
- ✓ April Dollins shared the competency rubric for PN courses as an example to show how the nursing instructors select how courses are assessed. The nursing program courses are in a cohort model.

- **CCAF Syllabi Mapping Project**
- ✓ April drew a figure on the whiteboard to show the order of operation for assessment: Inst, GE, Prog, course, faculty, and student.

- **Review SAAC Action Plan (Map Curriculum section)**
- ✓ Mike reminded the group about the action plan and did not have a digital form with him and tabled this item.
- ✓ September 27th is the kick-off for action planning. (State-wide Welding Program was discussed.) Darci discussed looking at sequences, meta majors development, and a standard set of general education courses that are transferrable.

- ✓ Revisit co-curricular and ensure they close the loop. Based on the recommendation from HLC, all clubs, orgs, and athletics would go on a rotation schedule. However, COVID hit, and this was not completed. During COVID, only a few co-curricular groups were asked to report.

- ✓ Mike used the example of his Civil Rights trip and wanted to know how he could collect and use data because multiple courses participated in this trip. April suggested reporting this information on the humanities CQI.

- ✓ Mike will reach out to active clubs and organizations to remind them that they must submit an annual CQI.

- **New Business**
  -none

Adjournment

Motion was made by Cecilia and second by Craig.