Student Academic Assessment Team Minutes
March 28, 2022
River Room

Chair: (Who)

Roll Call:

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

Agenda Items:

I. Call to Order

II. Approve Minutes of March 14, 2022

Dr. Mason made a motion to approve the minutes. Christina made the second. All approved.

III. Additions to the Agenda

Mindy will begin requesting from committee members their agenda items in advance of the meeting.

IV. Items for Discussion

- **Group Assignment Follow-Up**
  Program Assessment: Dr. Shelby, Mandy, and April met with Jonathan last week to design the Program Review pages. They did a walk through of the pages. There are links to the Program Review manual, our previous program reviews (2017-2021) submitted to ICCB, and our ICCB program review feedback for 2017, 2019, 2020. We do not have 2021 yet, and

cannot find the 2018. Dr. Shelby will have to ask ICCB for this. There is a link to the 5 year calendar and each of the programs will have a place to link their reports.

Action Plan: Indent the ICCB Program Review links under the Program Assessment link on the right side of the page and remove it from the middle.
Add co-curriculars to the assessment entity sheet and remove the list of co-curriculars on the program assessment page.
Combine the top paragraph with the CQI sentence as an intro and add a button for Annual CQI Process and 5 Year ICCB Program Review. Use the language on the page for the CQI button.

Mindy and Connie shared the FAQ document. The committee made some suggestions.

Action Plan: The assessment entity form will be linked to question 9. Darci will work on the answer to question 10. Once Darci sends her answer to Mindy, Mindy will send the FAQ to Jonathan to post.

Christina and Dr. Mason have no recommendations to the definitions.

Action Plan: Add:
Co-curricular- learning activities, programs and experiences that reinforce the institution's mission and values and complement the formal curriculum. Examples: study abroad, student-faculty research experiences, service learning, professional clubs or organizations, athletics, honor societies, career services, etc.,
Entity-
Program assessment-

Action Plan: Everyone will read through the Student Academic Assessment Plan and come with words they recommend for the definitions section.

Action Plan: Dr. Teske will ask Jonathan to remove the Shared Governance links from the Assessment webpages.

- **Core Competency (small groups)**
  We will move this to the beginning of the next agenda so Mike can be here for the conversation.

V. New Business

- Half day work day for the Assessment Action Plan is April 14, 12-4, lunch provided.

- We will need to discuss the timing of the CQI to be in line with the budget calendar/process so that the assessment process can inform the budget requests. We can try to do that on the half-day work day.

- Academic Affairs Council discussed having later convocation date. Because of the need to move the CQI up, it may be worth exploring switching the CQI and the convocation dates for faculty and having the staff complete their CQIs in the summer since they are 12-month employees (late July after the budget is approved). That way, the opening day of the fall semester can focus on academic programs, and student affairs can continue servicing the students.

- There is a group going to the HLC conference this weekend who will report back at the next meeting.

Adjournment

Mandy made the motion and Jamie made the second. All approved.