Student Academic Assessment Team Meeting Minutes
DATE: 07/24/23
TIME/LOCATION: 2:00 p.m. in the Founders Room

Roll Call:

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

√ indicates attendance, leaving blank indicates absent

I. Call to Order

Mike McNally, Chair, called the meeting to order at 2:03 p.m.

It was noted that both Jamie Hickam and Connie McGinnis are no longer employed at the college and will be removed from the roll call for future meetings.

II. Approval of Minutes of June 26, 2023

A quorum was not in attendance so the Minutes of the June 26, 2023 meeting were not approved.

III. Additions to the Agenda

-none

IV. Items for Discussion

a. **Co-Curricular Review**

Mike provided the list of six currently active Clubs and Organizations (Ambassadors, Ag Club, Cosmetology Club, Esports Club, Music Club, and Phi Theta Kappa). The complete list of Clubs and Organizations (listed in the Collective Bargaining Agreement) was reviewed as a comparison.

Cecilia noted the Book Club held meetings during Fall 2022 but had limited student engagement in Spring 2023. Dr. Cather and Dr. Shelby requested that Mike reach out about Student Senate, Shawnee Christian Fellowship, Social Work, and LGBTQ Clubs.

b. **Action Plan Update**

Mike reviewed the Action Plan and created a series of questions for SAAT to discuss.

The Assessment Report needs minor updates. It was agreed that Appendix C of the Assessment Report (Closing the Loop Reports by Academic Division) be updated since it currently lists examples from FY17. Deans will work with Chairs to update the information. Dr. Shelby emphasized that the report should include current examples. The report should include both course-level outcomes and program-level outcomes and so build out from the departmental level. Ultimately all courses will be mapped, assessed, and outcomes measured.

The Core Competency Curriculum Map will be updated in the fall to incorporate Introductory, Reinforcement, and Mastery levels of assessment. Mike will work with individual instructors and departments who have not yet mapped their core competencies to the IRM levels.

The CQI Entities Map was reviewed. All FY23 CQI documents will be reviewed in August to ensure all entities have worked on Closing the Loop in their documentation. SAAT updated the names of contact or lead individuals for each entity. Phlebotomy, LGBTQ Club, and Shawnee Christian Fellowship were added to the map.

The CQI timeline was adjusted during Fall 2022 in order to match the budget cycle. In January 2023 the FY24 budget requests had been included in the Projected Budget Requests for Next Academic Year section of the FY23 CQI documents. August will be used to ensure entities have worked on Closing the Loop with their FY23 CQI form and begin their FY24 CQI based on what funds they received in the FY24 budget.

Mike sent the updated CCAFs to IT and requested they be added to the Assessment page on the college website.

SAAT agreed to review the core competency rubrics in Spring 2024. Any changes should be minor and for clarification.

Mike note that Rob Lucas confirmed SmartEvals Training was completed and the next step is to review data and work on using it along with CCAF and CQI documentation to enhance instruction and student learning.

c. **Convocation (August 10)**
Dr. Cather provided a brief outline of events for Convocation. The Assessment focus will be on reviewing completed FY23 CQI documents to ensure that entities have worked on Closing the Loop by adding data to their document. Entities will then begin their FY24 CQI document based on what requested funds they received in the FY24 budget.

Cecilia noted that she and some colleagues had already completed their FY23 CQI documentation ahead of the July 31 meeting for Student Services and Administrative Services.

Mike will discuss Assessment with part-time and dual credit faculty during the evening Convocation.

d. **Assessment Day (September 5)**
Dr. Cather will create a schedule for Assessment Day.

The focus will be on reporting the 2023 SAA Monitoring Report to faculty, reviewing areas with limited data (for example, Global and Cultural Awareness), and revising some core competency mapping to ensure greater parity in assessing all six core competencies.

Mandy noted that Assessment Day was not listed in the College Calendar.

Mike volunteered to email faculty and remind them of the Assessment Day date and that it would be a non-instruction day.

e. **Assessment Institute (October 29-31)**
https://assessmentinstitute.iupui.edu/index.html
Mike registered to attend the annual Assessment Institute conference at IUPUI in Indianapolis.

Dr. Cather hoped a second member of SAAT would attend. Mandy suggested April Dollins as a possible candidate.

f. **WIDS**
https://wids.org/

Dr. Cather announced that a contract agreement with WIDS is pending. WIDS will aid the college with CTE-related programs.

V. New Business

-none

Adjournment

Kristy made the motion to adjourn at 3:07 p.m., and Mandy seconded the motion. All voted in favor, and the motion carried.

The next meeting will be held on August 28, 2023.