# Student Academic Assessment Team Meeting Minutes
# DATE: 09/25/23
# TIME/LOCATION: 2:00 p.m. in the Founders Room

**Roll Call:**

| | Names | | | Names |
|---|---|---|---|---|
| | Mindy Ashby | | √ | Kayde Pender |
| √ | Craig Bradley | | √ | Dr. Kristin Shelby |
| √ | April Dollins | | | Kristy Stephenson |
| √ | Jessica Edwards (Minutes) | | √ | Dr. April Teske |
| √ | Mike McNally | | √ | Dr. Ryan Thornsberry |
| | Dr. Dane Muckler | | | |

*√ indicates attendance, leaving blank indicates absent*

## I. Call to Order

Mike McNally, Chair, called the meeting to order at 2:09 p.m.

## II. Approve Minutes of August 28, 2023

a. Dr. Shelby motioned to approve the minutes for August 28, 2023, and Craig Bradley seconded. The motion was carried.

## III. Additions to the Agenda

## IV. Items for Discussion

- **Assessment Day Survey**
  a. This survey was only for the faculty. There was good feedback on the survey. Most of the results pointed towards having more time to work together. Some faculty still get confused with terminology.

- **Assessment Terminology and Activities**
  a. Dr. Teske discussed the issue of terminology in assessment. There are different definitions with the same acronym. It was agreed that modifications will be made to the CQI form so all entities can correctly complete required areas of the form at the appropriate times and include relevant information and documentation.
  b. Suggestions: Time could be used during the spring Convocation, WIDS Workshop, and at other times during the spring semester to

ensure all employees better understand assessment terminology. A suggestion was made to rename one of the GECC projects to avoid confusion.

- **Shared Governance SAAT Committee Charge Review**
    a. Dual credit faculty should be doing assessments. Full-time faculty should check in with the dual credit instructors to see their progress.

- **HLC Standard Pathway Seminar (September 27 & 29)**
    a. This is a two-and-a-half-day seminar for institutions that have upcoming accreditation visits. It goes through evidence conclusions along with discussions on assessment, events advancing the strategic plan, and what needs to be done. It also helps construct the assurance argument to prepare for the report. People were picked strategically to represent their area at their college to speak to some of the evidence. Assessment will be represented during the seminar and will participate in writing the HLC assurance argument. Dr. Shelby will be the lead for the report and Mike McNally will be the lead for its assessment section.

## V. New Business

### Adjournment

Dr. Thornsberry made the motion to adjourn at 3:32 p.m., and Dr. Teske seconded the motion. All voted in favor, and the motion carried.