# Student Academic Assessment Team Meeting Minutes
# DATE: 11/27/23
# 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 | | √ | Dr. April Teske |
| √ | Jessica Edwards (Minutes) | | √ | Dr. Ryan Thornsberry |
| √ | Mike McNally | | | Dr. Darci Cather |
| √ | Dr. Dane Muckler | | | |

*√ indicates attendance, leaving blank indicates absent*

## I. Call to Order

Mike McNally, Chair, called the meeting to order at 2:08 p.m.

## II. Approve Minutes of October 23, 2023

a. Dr. Muckler motioned to approve the edited minutes for October 23, 2023, and Dr. Shelby seconded. The motion was carried.

## III. Additions to the Agenda

## IV. Items for Discussion

- **Assessment Institute Report**
  a. Mike provided an overview of the Assessment Institute. We need to create a scheduled cycle for collecting, analyzing, and implementing changes based on the core competency data. Faculty would collect data for a particular core competency for two years then take a year off to analyze student learning and consider how to implement new instructional practices into their assignments to enhance student learning. We should implement this process by Fall 2024. We could use Assessment Day as a time for a representative from a core competency group to present information related to their course design and development based on the data. A questionnaire may also be helpful in gaining faculty

feedback about what they learned. This is also important to show HLC that we do evaluate the data for ways to improve.

b. Dr. Teske noted that what is missing is the importance of providing the data as support evidence submitted on the CQI. This data supports the budgetary request for a program. We will modify the CQI so it is better streamlined.

- **End of Semester Activities**
  a. Mike is almost finished with creating the Fall 2023 project shells in Weave. He has one more year of data to download and send to Jessica so it can be processed.

- **Spring Convocation Day**
  a. This will occur January 4th and 5th. The faculty will be taught how to use WIDS. Remind others about the budget and the findings around January.

- **SAAT Projects for 2024**
  a. HLC Criteria
  b. ICCB Visit
  c. Core competency with faculty
  d. HLC report
  e. CQI in January
  f. Annual report
  g. Simplify the Assessment Plan

## V. New Business

### Adjournment

Dr. Muckler made the motion to adjourn at 2:39 p.m., and Kayde Pender seconded the motion. All voted in favor, and the motion carried.