

Co-Curricular Assessment Committee (CCAC)
Meeting Minutes
November 29, 2017 3:00pm
Library 6th Floor Conference Room

Meeting called to order: Chairperson Dr. Summer DeProw

Members present: Dr. Evette Allen, Dr. Summer DeProw, Ms. Emily Devereux, Mr. Matt Huckaby, Ms. Tiffany Johnson, Ms. Beth Silverthorn, Nikesha Nesbitt, Ms. Dominique Hallett, Ms. Mary Elizabeth Spence, Mr. Chad Whatley, and Dr. Jeanne d'Arc Gomis, Ms. Elizabeth Wakefield.

Members absent: Ms. Heather Brake, Dr. Karen Wheeler, Mr. Robert Robinette, and Ms. Martha Spack.

Proxy: None

Guests: None

- **Welcome and Introductions:** Nakisha Nesbitt (replaced Jill Simons) and Elizabeth Wakefield (Research Analyst).
- **Meeting Minutes from October 25, 2017.** Members reviewed the minutes from the April 27th CCAC meeting. Motion to approve minutes by Ms. Dominique Hallett. Seconded by Ms. Emily Devereux. Minutes approved.
- **Ambassador Taskforce Update:** Chad Whatley updated committee. They have decided to create a google doc to share that includes program description, ideas, questions, and a list of assessment data. They will not be meeting again this year. They are looking to bring Dr. Hill in to lead the assessment groups.
- **Grant Report:** As part of program assessment side, grants were awarded in the amount of \$1000 to 4 departments. There is still \$5914 to award in the spring. Sara Scott is going to submit co-curricular for the spring. If this could help execute any training that you need, please submit before Feb 10.

Learn @ Astate went out so if you would like to present please send it in. Learn @ Astate will be held March 15, 2018.

- **A-State Assessment Handbook Edits/Additions/Deletions/Approval:** Ms. Hallett added some proofreading additions but there were no substantial content changes. Questions raised were: Should this go through shared governance? After discussion it was decided to send it through shared governance and send a representative to Faculty senate to talk about it so that everything is clear. Ms. Silverthorn moved to approve documents to be sent to the shared governance committee. This was seconded by Ms. Hallett. Approved.

- **Book of Committees:**
This book of committees can help with approval for tenure for the committees. Dr. McDaniels said he is going to put these into the handbook. This committee is meeting on 12/1/17 to look at this book and we have asked that Assessment committees be included.
- **Double check where we are with assessment reports and plans in taskstream:** Data from Residence Life is missing. The library just started recording data this year and needs to write that there is no data and that we have developed a quiz to be imbedded into courses for this semester to do assessment next year. New additions will start in 2017 with Study Abroad, RTT, and Learning Commons.
- **Preparation for HLC:** HLC will be here March 5,6,7 of 2018. Please make yourself available for those days. Be here interviewing on the 5th and morning on the 6th. Shared that the report has been shorten significantly. Database made by HLC, two weeks before the team shows up HLC sends and agenda. They are always going to meet with assessment. Because time is limited they may want to meet with all 4 assessment committees combined. As soon as we have who they want to talk to and when, we will send it.
There are 5 criteria for the HLC accreditation. Number 4 and 4b are the ones that get cited the most. Look at potential questions and the transitional strategic plan. Consulting work has been done at the system level, so we are on hold with a site strategic plan so that the system plan can be created and we can fit into that.
The committee discussed meeting in early February as a large committee to review assessment ideas.
Talked about strategic plan and how that fits into co-curricular assessment to help with retention and a sense of campus community. How financially are we supporting with budgets to improvement or improvement initiatives? Student Affairs discussed new purchases for student assessment in their area. Which raised the question, where can we get funds for these ideas?
What if we have good data and good tools and we just need more resources to improve? That needs to be put into an action plan. Honors are learning well and dual credit as well.
- **Additional Information:** Explore google docs with A-State email address.

Meeting adjourned at 4:06 pm

Meeting minutes respectfully submitted by Elizabeth Wakefield