

**Co-Curricular Assessment Committee (CCAC)**  
**Meeting Minutes**  
**October 25, 2017 3:00pm**  
**Library 6<sup>th</sup> Floor Conference Room**

**Meeting called to order:** by Chairperson Dr. Summer DeProw

**Members present:** Dr. Evette Allen, Ms. Heather Brake, Dr. Summer DeProw, Ms. Emily Devereux, Dr. Jeanne d'Arc Gomis, Ms. Dominique Hallett, Mr. Matt Huckaby, Ms. Tiffany Johnson, Mr. Robert Robinette, Ms. Martha Spack, Ms. Mary Elizabeth Spence, and Mr. Chad Whatley.

**Members absent:** Ms. Beth Silverthorn, Dr. Jill Simons, and Dr. Karen Wheeler

**Proxy:** None

**Guests:** None

- I. Welcome & Introductions:** Ms. Devereux reported student engagement/ambassadors adoption of A-State model at ASU, Colorado State University also interested.
- II. Meeting Minutes from September 20, 2017.** Members reviewed the minutes from the September 20, 2017 CCAC meeting. Motion to approve minutes by Mr. Robert Robinette. Seconded by Mr. Matt Huckaby. Minutes approved.
- III. Ambassador Taskforce Update—Chad Whatley:** Members of committee assessed groups, all groups met 3-part test. Meeting again on November 14<sup>th</sup>.
- IV. HLC site visit:**
  - Finish Assurance Argument draft by December 19, 2017. Argument due February 1, 2018. Site visit is March 5-8, 2018.
  - General observations from Peer Corps training included a need for strategic plan
  - Process questions – meetings, participants and purpose that support assessment process was discussed
  - Data questions – What data is being collected and what does it tell you? And what changes have or need to be made as a result.
  - Student learning improvement – changes in process, focus on retention and need for planning
- V. Tenured Members:**

Learning Outcome focus: Diversity and Globalization

  - Assessment plans for next ULO – plan event to meet Learning Outcome initiative.
  - Student affairs node needed in Taskstream to cover event with measures for each Co-Curricular area where the process will be determined by outcome.
  - Event is a Social Justice Institute training for student leaders; apply learning throughout time in student affairs; do pre/post survey to establish learning over time; research guide from library suggested.
- VI. New Members:**
  - Assessment planning: Assessment plan drafts –

- Study Abroad – pre/post survey on perceptions of students over time; narrowed down open-ended questions to encourage better responses.
- Research Development – draft complete
- Multicultural Center – lacking pre/post survey; flesh out assessment of Social Justice event through planning
- Final assessment plans due November 15, 2017
- Assessment data collected (if possible) Spring 2018

**VII. Next Meeting-** November 29, 2017, 3:00pm, 6<sup>th</sup> Floor Conference Room, Library

**Meeting adjourned**

MES