

Co-Curricular Assessment Committee (CCAC)
Meeting Minutes
September 20, 2017 3:00pm
Library 6th Floor Conference Room

Meeting called to order: by Chairperson Dr. Summer DeProw

Members present: Dr. Evette Allen, Dr. Summer DeProw, Ms. Emily Devereux, Mr. Matt Huckaby, Ms. Tiffany Johnson, Mr. Robert Robinette, Ms. Beth Silverthorn, Dr. Jill Simons, Ms. Martha Spack, Ms. Mary Elizabeth Spence, Mr. Chad Whatley, and Dr. Karen Wheeler.

Members absent: Ms. Heather Brake, Dr. Jeanne d'Arc Gomis, and Ms. Dominique Hallett

Proxy: None

Guests: None

- I. Welcome & Introductions:** We have new members: Ms. Mary Elizabeth Spence, Assistant Director of Assessment; Dr. Evette Allen, Multi-Cultural Center; Ms. Emily Devereux, Research.

- II. Meeting Minutes from April 27, 2017.** Members reviewed the minutes from the April 27th CCAC meeting. Motion to approve minutes by Ms. Beth Silverthorn. Seconded by Ms. Tiffany Johnson. Minutes approved.

- III. Purpose of CCAC and Goals for 2017-18.** PowerPoint presentation reviewing CCAC responsibilities, University Learning Outcomes, Student Learning vs Operational Effectiveness
 - Peer Review all new assessment plans and current assessment reports

 - Members from 2016-17:
 - Test assessment processes: What does and does not work?
 - Collect, analyze and develop plans to improve learning for selected ULOs in 2016-17
 - Develop assessment plans for ULOs that you believe are applicable in your area
 - Learn Taskstream

 - New Members:
 - Develop assessment plans for at least one ULO
 - Collect, analyze and develop action plans to improve learning for selected ULOs
 - Learn Taskstream

 - Ambassador groups: Chad Whatley has put together an Ambassador Taskforce to work with various student ambassador groups on campus to standardize the assessment process and make it easier. There are about 15 ambassador groups on campus.

 - Successful HLC visit

Question from new member/area: What to do about activities that contribute to different ULOs?
Pick one for now.

IV. AAC Representative for 2017-18

Dr. DeProw asked for volunteers to represent CCAC on the AAC for this year. It was decided that Beth Silverthorn and Martha Spack would serve on the AAC again for one more year.

V. HLC Visit March 5-8, 2018

Robert Robinette will be the liaison for the HLC visit.

How was the last visit handled? Areas received notification from a spreadsheet list for meeting times and locations they should attend.

How do you want to prepare for the HLC visit?

Sample questions & answers. Show closing the loop, i.e.: Look at data, analyze, assess, and make changes. Show your weaknesses and strengths and how you know them.

Dr. DeProw mentioned that you don't need to get your information in reports to turn in. The data is already in Taskstream for HLC to review.

The new members' areas will be built and the Assessment Office will help them to get their data input.

VI. Data Collection Status

How is the data collection going? Need any assistance?

Yes, we have data and working on more. New data being sent to Mary Elizabeth Spence to be built in Taskstream. Student Affairs asked for her to attend one of their meetings for Taskstream assistance in their area.

October 15th deadline for tenured CCAC members' Action Plans.

New members were assigned tenured CCAC members as mentors to help get their assessment plans prepared.

Emily Devereux- Create@State assessment mentor is Matt Huckaby
Student Ambassadors- mentor is Chad Whatley

Evette Allen - Student Affairs CCAC representative will be mentors

Jeanne d'Arc Gomis- Mentor will be Chad Whatley

VII. Next Meeting- October 25, 2018, 3:00pm, 6th Floor Conference Room, Library

Meeting adjourned