

**Co-Curricular Assessment Committee (CCAC)**  
**Meeting Minutes**  
**February 14, 2019**

**Members Present:** Emily Devereux, Martha Spack, Beth Silverthorn, Mary Elizabeth Spence, Summer DeProw, Robert Robinette, Kelli Listenbee, Katey Provence, Heather Brake, Wayne Wilkinson, Elizabeth Wakefield, Chad Whatley, Jeanne d’Arc Gomis,

- I. October 4<sup>th</sup> meeting minutes were approved at the working meeting in November. No meeting minutes were recorded from that meeting.
- II. December Deployment for Survey
  - a. Review the return rates: Elizabeth Wakefield – The committee discussed setting definitions for some of the demographics that we have. Dr. Wilkinson said that he wished the return rate was higher, but 31% is acceptable. We are going to continue to promote the survey for a higher return rate.
  - b. Review the results: Wayne Wilkinson – Wilkinson delivered an in depth analysis of the survey results from the fall 2018. We looked specifically at engagement pieces. We discussed ULO 2 and using the word social in communication. Dr. Wilkinson thinks we might need to change this to interpersonal. There was a lot of concern about the wording in ULO 3 indicators.
  - c. Discuss results from December 2018 – This piece of the agenda will be discussed at the next meeting.
    - i. How can co-curricular use this information?
    - ii. Do co-curricular activities have an awareness problem or an engagement problem?
    - iii. Any additional thoughts?

**Important Dates**

Assessment Reports

- Learn@Astate proposals are due February 22, 2019
- Learn@Astate is March 13, 2019
- Annual program assessment report due dates:
  - 2018-19 Assessment findings are due June 15, 2019
  - 2018-19 Action plans are due October 15, 2019
  - 2017-18 Status Reports are due October 15, 2019