

**Co-Curricular Assessment Committee (CCAC)**  
**Meeting Agenda**  
**April 16, 2018**

**Meeting called to order:** Chairperson Dr. Summer DeProw at 2:05 pm

**Members present:** Dr. Evette Allen, Dr. Summer DeProw, Ms. Beth Silverthorn, Nikesha Nesbitt replaced by Kelli Listenbee, Ms. Mary Elizabeth Spence, Mr. Chad Whatley, Ms. Elizabeth Wakefield, Dr. Martha Spack, Ms. Dominique Hallett, Ms. Heather Brake, and Mr. Matt Huckaby

**Members absent:** Ms. Emily Devereux, Ms. Tiffany Johnson, Mr. Robert Robinette, and Dr. Jeanne d’Arc Gomis

**Proxy:** None

**Guests:** None

- I. January 29, 2018 meeting minutes for your approval Beth Silverthorn moved to approve and Matt Huckaby seconded. All Approved.
- II. HLC update
  - a. Team report – Everything was met.
    - i. HLC is concerned that we are not having a comprehensive assessment in the co-curricular side. They want to see curriculum maps, but we don’t usually do those in co-curricular, we usually do activity maps.
    - ii. We discussed disclosing all of the activities and what assessment for that would look like. You do not have to assess everything.
    - iii. The committee discussed indirect data and how that applies to co-curricular, when you don’t actually have a curriculum set. We also discussed looking at centers as a whole, and not just parts of a center, like the recreational center.
  - b. Thank you! Thank you! Thank you!
- III. Upcoming dates
- IV. A-State Assessment Handbook SGOC Update –Faculty Senate tabled it. Staff Senate passed it. Dean’s passed it, and we think Chair’s need to vote again.
- V. The student exit survey
  - a. Your critique – Look at this in terms of being able to pull out a specific section and apply it to your area. Also, Chad mentioned that the answer grids all need to be consistent and we also discussed why some do not have a neutral option. We also discussed beta testing this with students before we officially launch.

Question	Discussion:
2.2, 2.3	Are we setting a precedent for faculty members to have to mentor students? We discussed that the reason this is here, is because of a Lumina student that said students are more likely to be successful if they have a mentor. Does that mentor have to be just a faculty member? Should we add a staff member, and do students know the difference? We could use this information to implement new ways to work together. If a student does not need a mentor, they can simply check not applicable.

3.ULO3	We discussed adding “advocacy for another person or group”, splitting out athletics and intramurals, and adding leadership in student organizations. We also discussed whether it is important or not to clarify that this doesn’t mean university sponsored events, but all events during your time as a student. Dr. DeProw explained that we have both the questions and the examples for ULO 3 so that we can accurately measure what makes a student civically aware. We also discussed new HLC guidelines that will go into effect in 2020. Finally, we looked at students who may not live in a free and democratic society and why we want to teach them to do so.
3.ULO4	This question doesn’t seem as well flushed out. The committee discussed moving some of the indicators from ULO 3 to ULO 4.
4.2	Is this question redundant? Could it be added back ULO 3? Should we define challenging so that we know whether they answered that because it was negatively challenging, or positively challenging?
4.3	Could we add something about financial planning here? What about a question asking would you have like to be mentored? Also, what if we add in what was your preferred method of communication.

- b. Branded name: “Leaving the Den” survey
- VI. University-wide assessment report for Co-Curricular Units
  - a. What help do you need at this point?
  - b. Where is this information going within your departments?
  - c. Have you connected any of the data you are collecting to student demographics? How can we help?
  - d. What units need to be added to the co-curricular assessment in 2018-19?
- VII. Peer review 2016-17 assessment reports (there might be homework) – Sent this home for homework. Look at rubrics and reports and make sure that we are connecting the dots. This is a rough draft for the rubric, but if you could read the reports, and look at the rubrics to begin scoring them. We will discuss at the next meeting on May 7<sup>th</sup>.
  - a. Four units with reports from 2016-17

#### Assessment Reporting Dates

- 2017-18 Assessment Findings (Data) due June 15, 2018
- 2017-18 Assessment Analysis and Action Plans due October 15, 2018

#### Summer Workshops

- Qualtrics July 23-26, 2018
- Assessment Leadership July 30-August 1, 2018