

Co-Curricular Assessment Committee (CCAC)
Meeting Minutes
February 2, 2017 1:00pm
Library 6th Floor Conference Room

Meeting called to order: by Chairperson Dr. Summer DeProw

Members present: Ms. Heather Brake, Dr. Summer DeProw, Ms. Dominique Hallett, Mr. Matt Huckaby, Ms. Tiffany Johnson, Mr. Robert Robinette, Ms. Beth Silverthorn, Dr. Topeka Small, Ms. Martha Spack, and Mr. Chad Whatley, and Dr. Karen Wheeler

Members absent: Dr. Jill Simons

Proxy: None

Guests: Mr. Kyle Davis, Intern

- I. Meeting Minutes from December 1, 2016.** Members reviewed the minutes from the December 1st CCAC meeting. Motion to approve minutes by Ms. Dominique Hallett, Seconded by Ms. Heather Brake. Minutes approved.
- II. Meeting day and time.** Agreed Thursday at 1:00pm is a good time to meet this semester.
- III. CCAC Goals for Spring 2017**
 - Complete the assessment plans by March 1, 2017
 - Conduct a peer review of the plans
 - Collect data if possible this semester
 - Develop Taskstream workspaces
 - Familiarize everyone with Taskstream
 - Upload into Taskstream assessment findings collected this semester by June 15, 2017
 - Upload into Taskstream action plans by October 15, 2017

Do these goals look good to you? Yes.

Will it be possible to collect some data this semester?

What are HLC's expectations? We need to show we have started Co-Curricular Assessment. A plan in place and if possible, address at least 1 small part and get it into Taskstream.

Is this template the final plan? Yes.

Discussion: The listed deadlines are from the Academic Assessment Calendar.

Is March 1 deadline for your assessment plans a good date? Yes.

IV. ULO update and AAC Report

ULO Ranking Survey:

All constituency groups (n=105) have submitted their surveys

- 1. Critical Thinking—660 points
- 2. Communication Skills—604 points
- 3. Social and Civic Responsibility—402 points
- 4. Teamwork—339 points
- 5 Globalization and Diversity—338 points
- 6. Interpersonal Skills—320 points
- 7. Self-Awareness—256 points

Dr. DeProw gave results of the vote and the selected ULOs from the AAC Committee meeting which took place earlier today. Subgroups of the AAC are meeting in the next 2 weeks to decide detailed descriptions for each ULO in order to have them finalized by February 15th and ready to start the Shared Governance review process.

V. Status of Assessment Plans

Discussion of each area's assessment plan status. Any assistance needed?

Suggestion of ways to gather data. Possibly inviting Dr. Mihir to attend meeting for assistance with survey data.

Question: Is Qualtrics approved campus-wide? Dr. Wheeler will check with ITS regarding a site license and possible online tutorial.

Another option mentioned was OrgSync by Campus Labs. Check it out online to see if you might be interested.

Dr. Topeka Small mentioned Assessment will be available to help with the areas' measures, if needed.

Discussions regarding various items such as surveys and measures.

Question: For areas that are using surveys, can the survey questions be combined with other areas to avoid multiple surveys being conducted? That is something that would be helpful.

VI. Next meeting of CCAC

Decision was made for areas to have their own small meetings within a two week period in order to have time to circulate the assessment information to others in their area and receive input to relay at the next CCAC meeting, scheduled for February 16th at 1:00pm.

Meeting adjourned 1:39pm

JM 2/8/17