**A-State Assessment Committee (AAC)**

**Meeting Agenda**

**November 13, 2018**

1. October 23, 2018 meeting minutes - Dr. Wilkinson motioned to approve, and Ms. Johnson seconded. All Approved.
2. December Deployment for Survey
	1. Edit the survey instrument - Tiffany bought survey questions from NACE for the career services information. The committee looked at each question from the summer pilot and decided to make changes to some. Below are the changes to each question:

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| Q1.1 | Fieldwork added to Internship/Practicum; Honors College changed to Honors Program; Student abroad changed to Study Abroad. |
| Q1.4 | Split question into two questions one that says participate and one that says attend; Change answers as appropriate for the question on attend/participate; Change publishing research to Publishing/Disseminating Research |
| Q1.5  | Take out Studying in the main question; add a parenthetical phrase to the end with (studying, rehearsal, lab, research);  |
| Q1.6 | Add hours to the questions so that if they are working more than one job, they can account for all the hours they are working.  |
| Q2.4 | Remove Belonged to an athletic organization and add member of an intercollegiate team; also add member of a student athletic team |
| Q2.5 | Re-order the prompts so that “helped me understand the different and similarities between myself and people with different backgrounds” is second. Change “helped me understand”, to “helped me distinguish.” |
| Q2.6 | Change did you do to how many of the following student organizations did you belong to? |
| Q3.3 | Change Job placement to Finding a job; There was also discussion of marrying this question to the FYE program so that data can be looked at over time. |
| Q3.4 | Split the first line into two lines; change full time employment in your major field to “in my major field”;  |

* 1. Discuss promotion - The committee discussed marketing for the Leaving the Den survey as well as what questions must be on the survey. The Career and Financial Aid information does need to be published on a website, specifically the employment piece. Dr. Baker asked if there was any incentive for completing the survey and there is not. Tiffany suggested doing something at the cap and gown pickup. Kelly mentioned waiving the cap/gown fee, and there was also mention of a coupon to the bookstore.

**Important Dates**

Assessment Reports

* Assessment Office Spring Grant Applications are due February 8, 2019
* Learn@Astate proposals are due February 22, 2019
* Learn@Astate is March 13, 2019
* All General Education social science courses assessment reports are due October 1, 2018
* 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