

Co-Curricular Assessment Committee (CCAC)
Meeting Minutes
September 15, 2016 2:00pm
Library 6th Floor Conference Room

Meeting called to order: by Chairperson Dr. Summer DeProw

Members present: Ms. Patience Bartunek, Ms. Heather Brake, Dr. Summer DeProw, Ms. Dominique Hallett, Mr. Robert Robinette, Ms. Beth Silverthorn, Dr. Jill Simons, Dr. Topeka, Small, Ms. Martha Spack, Ms. Tirrany Thurmond, Mr. Chad Whatley, and Dr. Karen Wheeler.

Members absent: none

Welcome and introductions- Attendees introduced themselves and told what area they represent.

Your role on this committee- Dr. DeProw gave a summary of the committee members' responsibilities and asked what expectations and comments they have about their roles with Co-Curricular Assessment.

- It will be good to have steady timing on getting information together and not have to rush.
- It would be good to have examples from other institutions like a map for guidance.
- Concerning Library instruction efforts- they help everyone- students from all departments, faculty doing research, etc.
- Co-Curricular Assessment will help us be in compliance with HLC, but not required by ADHE.
- TRIO programs report every November so there would be data.

Committee context

Review HLC Criterion –

- We had 2013 Self Study, 2 Interim Reports (most recent was due September 1, 2016), Assurance Report due February 2018 and a scheduled visit in March 2018.

University Learning Outcomes-

- These are to be revisited and evaluated. The current ULO's were originally General Education Goals that were not used.

Strategic Plan –

- This will be revisited after the new permanent Chancellor is in place. The question was raised if the website is current with the strategic plan.
- Not exactly current but loosely modified. Enrollment Plan should be out.

- Will every activity be assessed? Each area will decide. Sampling can be used. Ex: 5 out of 50 activities or programs to get evidence. Rotation/cycling such as 3 items a year and 3 the next year.

CCAC purpose and goals: Your thoughts. How to structure?

Accountability structure –

- Comment: Establishing an Accountability Structure would be helpful.

Peer review-

- This is good. Different areas can work together and help each other.
- Similar to the LOAC's (now known as PAC) peer review- expectations were given, then a review/score, then go over suggestions with each area to improve.
- It was pointed out that it is good to have a standard. Programs made changes or are working on them, such as changes to their rubric, review, etc.
- Heather Brake mentioned that she had been at another HLC university 1 year ago and was doing the same thing with Co-Curricular Assessment.

Training opportunities- What do you need?

- We need examples.
- Possibly look at the academic assessment to get ideas.
- Internal structures
- Some areas need Learning Outcomes because it does relate to student learning. Other areas will be based on efficiency, etc.
- Student Engagement- Are we going to use each other's data? Sort of like NSSE type data?

Assessment Office Grant is open for you too.

Historical Co-curricular assessment data was extracted from previous assessment management system and printed. This was handed out to the representatives for each area.

Homework:

- Review the historical documents for co-curricular assessment at A-State
- Do the historical documents represent your area?
 - What programs are high student learning opportunities?
 - What services do you provide the campus?
- Is this a good system of evaluating student learning/services in your area? Why or why not?
 - Suggestion by Dr. Wheeler: Activities need to map to ULO's and General Education goals, etc.
 - The structure is not totally established yet.

- Agreement that it is a good idea by pulling goals and matching.

Next meeting's date?

Members agreed to meet twice/ month to have things move quickly.

Preliminary: Next meeting's agenda Items:

- I. A-State Assessment Commission (AAC)
 - a. Representative's duties
 - b. The AAC's 2016-17 Goals
 - c. Who will represent the CCAC?
This person will be selected at the next meeting.
- II. Discussion on the different models of assessment in co-curricular, student services, and university services' areas
- III. Homework review discussion: Review of your program's learning opportunities

Meeting adjourned at 3:00pm.