

<b>Non-Instructional Assessment Committee Meeting</b>	9/25/2013 3-5 PM Warren 211	
<b>Meeting called by:</b> Kristin	<b>Type of Meeting:</b> Planning	
<b>Facilitator:</b> None	<b>Transcriber:</b> Kristin	
<b>Committee Members*:</b> Bob Austin, Cynthia Urbina, Danita McAnally, Janet Barton, Jeff Wallick, Joe Wyatt, Lee Colaw, Mark Hanna, Megan Eikner, Melissa Wilson, Patsy Lemaster, Tina Babb, and Kristin McDonald-Willey *(Note: Attendance Not Taken at this Meeting, but roughly half of committee was in attendance)		
<b>Minutes</b>		
<b>Agenda Item:</b> Review of Previous Week	Brief discussion of previous meeting (i.e. touch on topics related to how AC is in the process of creating a new Program Review process that combines outcomes and other areas of review/assessment.	<b>Facilitator:</b> Bob
<b>Agenda Item:</b> Student Affairs draft opened on big screen for group review purposes.	<ul style="list-style-type: none"> <li>• Note: SACSCOC requirements listed at top.</li> <li>• Part II, Question 1 - Add the words "or other" to the phrase "What significant AC, state, federal, <b>or other</b> reports do you submit on an annual basis?"</li> <li>• Part II, Question 2 – Potentially confusing to students. IS there a better way to request an evaluation of progress? Possibly consider replacing text box with phrase that says "Based on data do you recommend any changes?"</li> <li>• Bob requested any of the "ideology" words be replaced with less loaded word such as goals.</li> <li>• Part IV, Part A, Question 2 – Change "over the past few years" to "over this past year." Consider exchanging "...to remove barriers to students and further the No Excuses goals." To "...to move the needle toward fulfillment of No Excuses goals."</li> <li>• Part IV, Part B – Continue to work on wording, add "analysis" component.</li> <li>• Part V, Question 4 – Add "audit" as option</li> <li>• Part VI – Ask for suggestion and/or plan of how problem would be fixed so that this information can be used for strategic planning.</li> </ul>	<b>Facilitator:</b> Bob
<b>Agenda Item:</b> Items of Concern/ Consideration	<ul style="list-style-type: none"> <li>• Storage space for uploads? Possible solution could be to see if this information could be housed in a Blackboard module, to see if J drive folder could be added and access rights given, etc.</li> <li>• Still concern for people not as familiar with accreditation requirements/verbiage—need to really simplify</li> </ul>	
<b>Next Meeting:</b> Reconvene in early November. Mark Hanna plans to work on a sample form.		