

Assessment Committee
Non-Instructional Sub-Committee Minutes
October 8, 2024 – 2:00 p.m.

Members present: Bob Austin, Denese Skinner, Tina Babb, Elisa Alvarado, Erin Frey, Emily Gilbert, Becky Burton, Jamie Perez, Connie DeJesus, Kelly Steelman, Jennifer Ashcraft, Tommy DeJesus, Lori Petty, Jeannette Nelson

- I. Minutes from March 27, 2023
 - a. Motion to approve minutes by Kelly Steelman; second by Emily Gilbert. The motion was approved.
- II. Updates on Closing-the-Loop Documentation
 - a. Reviewed the changes made to the closing-the-loop documentation on the annual assessment report. This included removing the final column in the document that asked departments to look back on previous reports; this caused confusion and made it difficult to keep track of outcomes.
 - b. Departments tested out the updated form for the 2023-24 reporting cycle to provide feedback.
 - c. Members confirmed that removing the column made the process easier to fill out, and seconded that it made the process easier as a supervisor needing to review multiple reports.
 - d. A motion to approve the change in documentation was made by Bob Austin; second by Kelly Steelman. The motion was approved.
- III. Feedback from Assessment Survey
 - a. A survey for feedback on the assessment process, form and timeline was sent to administrative and student support services. A report on the feedback gathered will be discussed at the next meeting.
 - b. The chair for any other input/ideas on areas for improvement. It was discussed to look into a fillable form or an online version due to the formatting difficulties that happen in the Word document.
- IV. Next Steps – Assessment Guide Revision
 - a. Institutional Effectiveness will review the assessment guides for administrative and student support areas to make any necessary edits; these updates will be discussed at the next meeting.
- V. Next Meeting will be in Spring 2025 if needed to discuss changes.

Meeting adjourned: 2:20 p.m.