Assessment Committee Meeting (Non-Instructional)
March 27, 2023

Members Present: Frank Sobey, Bob Austin, Denese Skinner, Jon McGuire, Stephanie Brackett, Emily Gilbert, Kelly Steelman, Tammy Coats, Tommy DeJesus, Jennifer Ashcraft, Lori Petty, Tiffany Oneal, Tina Babb

1) Discussion of "Closing-the-Loop" documentation regarding SACSCOC Decennial review. Documentation needs more clarity and clarity within the assessment process; in particular for assessment of academic and student support services (SACSCOC Standard 8.2.c). We had moved to one document after the 2021 year. Prior to 2021, departments submitted a document for the assessment report and one for the closing document.

    a. Bob – the challenge is institutional and other institutions face the same problem. Perhaps research institutions that may have a solution. He discussed an electronic system. He worked with a company and did not get anywhere (TK20) in the past.
    b. Emily – suggested an online form with Tommy's assistance
        i. Tommy said the access would be based on employee roles and it could be a database driven Word form
    c. Stephanie – suggested all on one page
    d. Bob suggested an elegant online form instead of Word document that can lead to errors.
    e. Does our SACS VP have examples?
    f. Emily and Tina stated they could look into other institution examples

The meeting concluded with more research to be done on how to provide more clarity on both the form and the entire documentation process. For the fall 2023 submission, we will continue to use the one document that is currently in the IE Repository.