

**Assessment Committee Minutes**  
**Non-Instructional Sub-Committee**  
**December 4, 2019**

Members Present: Bob Austin, Sarah Bruce, Stephanie Brackett, Tina Babb, Emily Gilbert, Shannon Gonzales, Heather Voran, Karen Welch, Frank Sobey, Kelly Steelman, Denese Skinner

Members Absent: Becky Burton, Cindy Lanham, Jennifer Ashcraft, Tiffany O'Neal

- I. Status Update of Ongoing Assessment
  - a. The Committee agreed that the Closing the Loop document and each year's annual assessment plan should be a two-part report and considered two separate tasks.
  - b. The documentation that will be provided to all administrative departments will be separate as everyone will be submitting this for the first time in August 2020.
  - c. The Closing-the-Loop template was agreed upon by the committee for use beginning with the August 2020 submission.
  
- II. Draft of Assessment Guide for AC
  - a. A review of all of the administrative departments was conducted by the committee. The Director of IE asked for any departments that may be missing from our ongoing assessment list. The Legal Clinic was brought up as one that should be considered for annual assessment.
  - b. The Committee members had reviewed the document prior to this meeting. Recommendations to the Director of IE are as follows:
    - i. Add a timeline of when components are due throughout each year
    - ii. Discuss Closing-the-Loop in the timeline and complete the narrative
  - c. We agreed upon providing the same deadlines each year:
    - i. October 15 for Parts I-III and August 15 for Parts IV-V