

Assessment Committee Minutes
Non- Instructional Sub-Committee
May 2, 2022

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

Members Absent: Becky Burton, Cindy Lanham (Tammy Coats in her stead), Kelly Steelman

- A review of the current cycle was provided by Tina Babb. Everyone was reminded of the upcoming new deadlines of 9/15/22 submission of final plan for 2021-22 and 10/15/22 for next year's plan submission. She pointed out that if members on the committee were not involved in a department's assessment plan that they need to reach out and be involved because our role as members is to provide guidance and direction to our peers on Institutional Effectiveness initiatives and assessment.
 - Moving forward, we need to ensure inclusivity with those in each department with not only person per department submitting and working on an assessment plan. Tips were provided to share outcomes and documentation amongst staff in each department where possible.
- Tina also provided discussion on distinguishing between Academic and Student Support Services vs. Administration Support Services units and how this language and documentation aligns with SACSCOC principles.
- Feedback was provided by the following members:
 - Emily Gilbert: She will have more feedback on the new submission deadlines/timeline once we go through a full cycle, but she finds this process and documentation to be the most clear and helpful since she's been at AC.
 - Stephanie Brackett: With the new documentation, there is much more clarity and less confusion than in the previous documentation.
 - Denese Skinner: She inquired how to access the current template and Tina provided a demonstration to the committee.
- A review of the upcoming SACSCOC visit was provided. Talking point/tips were provided to the committee in case the members are called for an interview to either discuss 12.1: Student Support Services or 7.3: Administrative Effectiveness or 8.2.c: Academic and Student Support Assessment. More information to come later in the summer of 2022.
- Tina reviewed the materials available on the IE website with the committee. Assessment Guides are published on the www.actx.edu/ie website under *Assessment and Planning* and *Training Materials*. The guides will be updated with new departments joining us this year. The online repository www.actx.edu/sacs was reviewed and all committee members should access if they have not done so already. The committee should encourage others in their departments to login and view. Tina can set new members' access to the repository.

- Meeting adjourned at 1:20 p.m.