Student Academic Assessment Team Meeting Minutes
DATE: 11/28/22
TIME/LOCATION: 2:00 p.m. River Room

Roll Call:

√	Names			Names
√	Mindy Ashby		√	Jamie Hickam
√	Amanda Hannan			Dr. Kristin Shelby
	Dr. April Teske		√	Mike McNally
√	Carrie Davis			Connie McGinnis
	Christina Faulkner		√	Judith Dollins
√	Craig Bradley		√	Dr. Ryan Thornsberry
√	Darci Cather			Chevis Thompson
√	Ian Nicolaides		√	Cecilia Knight

√ indicates attendance, leaving blank indicates absent

Connie McGinnis was teaching class 1-3 pm.

I. Call to Order

Mike McNally, Chair, called the meeting to order at 2:06 p.m.
A quorum is present.

II. Approval of Minutes of October 24, 2022

Mindy made the motion to approve the minutes, Mandy seconded the motion. All members voted in favor, and the motion carried.

III. Additions to the Agenda

-none

IV. Items For Discussion

a. HLC Conference

a. The annual HLC conference will be in Chicago, March 25-28, 2023. Who is interested in attending? Pre-registration is opening soon. Anyone interested can email Darci and let her know. Mike will email faculty to gauge interest in attending.

b. CQI Projects

a. Assessment tree entities should have closed the loop on FY22. Mike reviewed all CQI projects in WEAVE and emailed supervisors

who have not yet completed this process and uploaded the FY22 CQI document to WEAVE. All FY23 CQI projects were also reviewed and the relevant supervisor contacted to ensure that FY23 is in process and its draft CQI will be uploaded.

b. Mike showed the team the Assessment Entity Tree Weave Map (working document) that includes the progress of projects using color-coded status.
c. Mike clarified that he would delete two isolated projects that were only completed once. remove projects that no longer are assigned to previous individuals. However, individuals could have access to read-only if they wish to have access for viewing purposes only.
d. Mike will use a similar format for the core competencies to ensure they are being met and area connected to CQI.
e. Mike spoke with Dr. Taylor regarding beginning the FY24 process and making this a continuous process and being ahead of the game.

c. Spring 2023 Projects

a. FY23 CQI budget should be reviewed in January. A reminder will be emailed or briefly mentioned during Spring 2023 Convocation.
b. Darci reiterated to everyone to add whatever their department needs in the CQI as it helps plan for the future.
c. Faculty will continue to assess Core Competencies as usual. Fall 2022 CCAFs will be reviewed.

V. New Business

-none

Adjournment

Craig Bradley motioned to adjourn the meeting at 2:50 p.m., with a second by Cecilia Knight. All voted in favor and the motion carried.

The next meeting will be held January 23, 2023.