Student Academic Assessment Team Meeting Minutes
DATE: 06/26/23
TIME/LOCATION: 2:00 p.m. on Zoom

Roll Call:

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

√ indicates attendance, leaving blank indicates absent

I. Call to Order

Mike McNally, Chair, called the meeting to order at 2:01 p.m.

II. Approval of Minutes of May 15, 2023

Mandy Hannan made the motion to approve the May 15 minutes, Kristy Stephenson seconded the motion. All members voted in favor, and the motion carried.

III. Additions to the Agenda

-none

IV. Items for Discussion

a. **Co-Curricular Review and Update**

Mike is reviewing the Co-Curricular CQI documents to ensure that the clubs and organizations listed in the HLC document and SAA monitoring report are completing their annual documentation. Most active clubs and organizations submitted their CQI at the end of the spring semester. Carrie Davis (Ambassadors) and Jonathan Van Meter (Esports) are completing their CQI forms.

b. **Assessment Plan Review**

Dr. Teske is working with Student Services and Administrative Services employees on the Assessment Plan review. They will meet on July 31 to complete their work.

Mike and Dr. Cather will schedule a time during the fall semester to work with Academic Affairs employees to review and update their portion of the Assessment plan.

c. **Action Plan Update**
The Action Plan was created in 2022 and needs to be updated. Dr. Cather was unable to attend the meeting so a comprehensive review and update on the Action Plan was postponed until the next SAAT meeting. Mike will schedule time to meet with Dr. Cather and review what needs to be added or amended. SAAT members will work on this during the next meeting.

d. **Assessment Institute (October 29-31)**
https://assessmentinstitute.iupui.edu/index.html
Dr. Shelby emailed information about this annual event held at IUPUI in Indianapolis. She has attended the Assessment Institute previously and suggested the College send someone from SAAT. Mike volunteered to attend if no one else is interested.

e. **Convocation Planning**
Mike will meet with Dr. Cather to discuss what activities related to Assessment will be planned for the August 10 Convocation.

Assessment Day is tentatively scheduled for September 5 so Mike suggested that SAAT-related activities and presentations for Convocation be limited and not replicate what will be presented during Assessment Day.

V. New Business

-none

Adjournment

Kristy Stephenson made the motion to adjourn at 2:21 p.m., and Dr. Nicolaides seconded the motion. All voted in favor, and the motion carried.

The next meeting will be held on July 24, 2023.