Student Academic Assessment Team Meeting Minutes
DATE: 08/28/23
TIME/LOCATION: 2:00 p.m. in the Founders Room

Roll Call:

	Names			Names
	Mindy Ashby		√	Kayde Pender
√	Craig Bradley		√	Dr. Kristin Shelby
	April Dollins		√	Kristy Stephenson
√	Jessica Edwards (Minutes)		√	Dr. April Teske
√	Mike McNally		√	Dr. Ryan Thornsberry

√ indicates attendance, leaving blank indicates absent

I. Call to Order

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

II. Approve Minutes of June 26, 2023 and July 24, 2023

a. Dr. Teske motioned to approve the minutes for June 26th, 2023, and Mike McNally seconded. The motion was carried.
b. Dr. Shelby motioned to approve the minutes for July 24th, 2023, and Mike McNally seconded. The motion was carried.

III. Additions to the Agenda

IV. Items for Discussion

- **Assessment Day**
  a. SAAT members should remind all employees connected to Academic Affairs about this event. One of the things discussed will be a strategic plan to meet with the faculty about a system for the CCAF. Mike wants to make the process as easy as possible for the faculty by creating shells for each of those courses. At the end of the semester, faculty can just go to WEAVE and submit documents. SAAT discussed the agenda for the event.

- **SAA Annual Report Draft**
  a. Mike is currently working on this report draft. He is still downloading and reviewing the all the assessment data (2017-

2023) and so will focus on the big picture of changes and updates to assessment over the last year, including meetings, HLC, collection of data, and more. Jessica has been helping out Mike on putting together the data. The report will be completed by the end of September.

- **Core Competencies Balance**
  - **a.** Faculty assess six core competencies. Comparative data will come from the Assessment Report on the core competencies and which are being assessed the most. Global and Cultural Awareness assessment totals are low. The Core Competency Assessment Map will be reviewed and any courses that align with Global and Cultural Awareness may be required to add or change assessment data collection to include Global and Cultural Awareness. The intent is to complete this review by the end of 2023 so increased assessment of Global and Cultural Awareness can begin in 2024.

- **Fall Semester CCAF Plan**
  - **a.** Mike will email all full-time instructors to verify which courses are being taught and which core competencies will be assessed. This should match what was mapped in the Core Competency Assessment Map. Lead instructors will verify with part-time and dual credit instructors that they are also assessing the same core competency (one or more) as the lead instructor. Mike will then create the project shells in Weave so faculty can focus on teaching. This will help with the review of Fall 2023 assessment data in spring 2024.

- **HLC Standard Pathway Seminar (September 27 & 29)**
  - a. Dr. Shelby, Dr. Teske, Wendy, Danielle, Brandy, Felicia, and Mike will be involved in this training seminar and will hold a pre-seminar meeting during the week prior to the seminar. SAAT discussed ways to identify evidence and collect it for the HLC report. Each person in the seminar group will be a representative to prepare everyone for the argument that we be discussed in the future.

- **Assessment Institute (October 29-31)**
  - a. There will be a late registration if anyone else would like to join.

V. New Business

a. Suggestion: SAAT discussed when the core competencies were last reviewed because Personal Growth and Responsibility may need to be

modified. It was suggested that mapping of core competencies be completed first.

Adjournment

Craig Bradley made the motion to adjourn at 3:00 p.m., and Dr. Shelby seconded the motion. All voted in favor, and the motion carried.