Student Academic Assessment Team Agenda
January 22, 2024
Time/Location: 2 pm, The Founders Room

Chair: Mike McNally

Roll Call:

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

√ indicates attendance, leaving blank indicates absent

Agenda Items:

I. Call to Order
The meeting began at 2:07 p.m.

II. Approve Minutes of October 23, 2023 (corrected), and November 27, 2023
Dr. Muckler motioned to approve, and Dr. Shelby seconded the corrected October Meeting minutes. Dr. Shelby motioned, and Dr. Teske made a second, to approve the November 27, 2023 meeting minutes.

III. Additions to the Agenda
-none

IV. Items for Discussion

- **SAAT Projects for 2024**
  a. CQI reminder – Mike emailed Academic and Student Affairs on 1/22/24 along with a spreadsheet to show a list of entities and responsible parties.

b. Data collecting – Mike is still working with Jessica in hopes that in Fall 23 can be downloaded and put in a spreadsheet. Mike worked diligently with the faculty to clarify core competencies. Collecting data and artifacts is the ultimate goal for submissions.
c. Review data with faculty – SAAT will begin reviewing CCAF data with faculty beginning Fall 2024. Faculty will collect data for two years then take a year off to review and analyze data (Fall) and amend and update syllabi and SLOs (Spring). This will be done on a three-year cycle. This will expand upon the existing data collected.
d. Review Assessment Map, CCAF rubrics, and CQI form – The Assessment Map will be reviewed this semester. SAAT will review and possibly tweak CCAF rubric definitions. SAAT will also streamline the CQI form to ensure it flows in the order that needs to be completed.
e. Simplify the Assessment Plan – Dr. Teske said it is wordy and needs to be updated to reflect the cyclical nature and data analytics to interpret findings. PLOs are the GECC; CTE has GECC and specific career industry outcomes. Craig has concerns regarding the utilization of WIDS since some are still using WEAVE. Dr. Teske expressed that the intent was that we were moving to WIDS. Once an interim VPAA exists, Dr. Teske is optimistic about moving on to WIDS. Mike understands that WEAVE will still be used until the HLC visit, and then transition to WIDS, as it has more reporting capabilities. Dr. Teske will ask in the next ALT meeting to see where we stand on the timeline for Simple Syllabus, Weave, WIDS, etc.
f. HLC Criteria – Mike stated that SAAT is working on the HLC report due in December, and our visit is in January 2025.
g. HLC report – Due December but Dr. Shelby intends to have it submitted prior to Thanksgiving.
h. ICCB Visit – We should soon learn of the ICCB visit date.
i. Assessment Terminology – We must create an assessment terminology list so everyone understands definitions. We can also use the document to explain our definitions to outside entities.
j. HLC Conference (April 13-16) – Dr. Shelby and Mike will represent SAAT. In April they will share information on what they learned.
k. Assessment Institute (October 28-29) – Dr. Shelby said she may go if her schedules allow. She also encourages a second person to attend since the conference is specific to assessment.
l. Annual SAA Report – Mike will write up the annual report, due in August.

- **HLC 4B Assurance Argument** – Dr. Teske presented what evidence SAAT reported for 4B. She would like to reformat our response to match the 4B1, 4B2, etc., sections. She is sharing the document with the group. Dr.

Shelby thinks the team may need time to review the document to get comfortable before the next meeting. Dr. Shelby also recommends that when we look at the handbook or terms, we search already populated assessment terms to narrow down usage. Mike will remind others to review the document before the next meeting and will emphasize that in the February agenda.

- **CBE Curricular Terminology Orientation Handout**-
    a. Dr. Muckler provided a handout he created on terminology for WIDS. This terminology is internal, but should we broaden it to include terms from external programs and accreditors?
    b. The document is divided into sections.
    c. Dr. Teske asked Dr. Muckler to update the handout to reflect we are translating it to what WIDS/HLC/ICCB expects.

- **CBE Welding Quality improvement Questions** – Tabled until next meeting.

V. New Business-

Mike suggests dividing the Assessment Plan into sections for the team to work on edits that need to be made. The consensus agrees to try to operate on it together and focus on the most important items that need to be updated.

Adjournment

Craig motioned to adjourn and Dr. Thornsberry seconded at 3: 37 p.m.