Student Academic Assessment Team Agenda
August 26, 2024
Time/Location: 2 pm, The Founders Room

Chair: Mike McNally

Roll Call:

	Names			Names
	Mindy Ashby		√	Dr. Dane Muckler
√	Sabrina Black		√	Christy Parks
√	Anna Davenport			Kayde Pender
√	April Dollins		√	Dr. Kristin Shelby
√	Jessica Edwards (Minutes)		√	Dr. April Teske
√	Mike McNally		√	Dr. Ryan Thornsberry

√ indicates attendance, leaving blank indicates absent

Agenda Items:

I. Call to Order at 2:05 pm

II. Mike McNally, Chair, called the meeting to order at 2:05 p.m.

III. Approve Minutes of April 22, 2024 (Dr. Shelby, April D.)

Dr. Shelby motioned to approve and April Dollins seconded the April 22, 2024 meeting minutes. All were in favor and the motion carried.

IV. Additions to the Agenda

None

V. Items for Discussion

- **Assessment Day**
  a. SAAT worked on the Assessment Day agenda.

b. Part of the assessment presentation will cover changes to the collection process: each year two core competencies will review their data rather than collect additional data. The 2025 transition from WEAVE to WIDS will also be explained. The collecting of data through the CCAF will remain the same.
c. Some employees will be given an opportunity during Assessment Day to discuss successes. They will discuss a specific objective, needs for changes/improvement, how they used the CQI to budget for additional resources, and the improvements made as a consequence. The purpose is to show what weaknesses they recognized, how they budgeted for improvement, and how they closed the loop for FY24.

- **SAA Annual Report Update**
  a. The Chair is working on the 2024 SAA Annual Report. It will be completed mid-September.
- **Core Competency Annual Assessment Schedule**
  a. An annual core competency assessment schedule has been developed based on presentations at both the 2024 HLC Conference and 2023 Assessment Institute. Each of the core competencies will collect data for two years then lead faculty will take a year off from collecting data. That time will be used to review data and make curriculum improvements rather than continuously collect data without reviewing it and making improvements to curriculum, instructional materials, or teaching strategies.
  b. SAAT will also use feedback from lead instructors to help in the updating of rubric language.
- **WEAVE and WIDS**
  a. Dr. Teske, Dr. Muckler, and Mike met with WIDS in the spring. It was decided that WIDS would replace WEAVE since WEAVE is primarily a depository for CQIs, CCAFs, and the relevant documents. They mapped the link between the Curriculum Development Manager and Assessment Coordinator so faculty will better understand the relationship between curriculum and assessment.
  b. The Spring Convocation in January should dedicate time to working on WIDS. Faculty will begin submitting CCAFs in WIDS starting in Fall 2025.
  c. SAAT will work with IT to create a historical folder of all Assessment documentation including CCAFs and CQIs. This will be added to the Academic Affairs drive or in Etreive.
  d. Dr. Shelby suggested that course objective be listed in each syllabus in addition to those objectives tied to assessment. This will be discussed in ALT.
- **Assessment Institute (October 27-29)**

a. Mike will attend the 2024 Assessment Institute.

- **HLC Conference (April 5-8, 2025)**
  a. The annual HLC Conference covers a variety of topics. Members of SAAT are encouraged to attend if they are interested. The College usually send 8-10 employees.
- **HLC Update**
  a. Updates have been sent and some feedback has been received. The Steering Committee will meet again to review the feedback and make any recommended changes.
  b. Part of the January Convocation will be dedicated to the upcoming HLC Peer Review Team visit.
- **Cocurricular Policy**
  a. An HLC definition of cocurricular exists. This will be added to the Cocurricular Assessment section and definitions list in the Assessment Plan.
  b. CQIs are completed related to cocurricular activities, clubs and organizations that fit the definition of cocurricular.
- **Assessment Plan**
  a. Update the SAAT Plan
    i. Introduction
      1. Everyone should read through pages 1-4 and bring suggested changes to the next meeting.
    ii. Action Plan Steps
      1. Replace the current Figure 5 with a new/updated map with the WIDS core competency curriculum map provided by Dr. Muckler. Dr. Muckler will send the information to Mike.
      2. Mike will send the latest version of the Assessment map to Jonathan so that it is on the website which will be linked to the document Dr. Muckler is sending to Mike.
      3. In Step 6, delete the first sentence, bullet points under that sentence and the allied health graphs.
  b. https://shawneecc.edu/wp-content/uploads/2022/02/Student-Academic-Assessment-Plan.pdf

VI. New Business

Adjournment

Christy Parks motioned to adjourn and Dr. Muckler seconded at 3:25 p.m.