

### Present

Attendees: Amanda Gardner, Alisha Williams, Andrew Stadler, Brandie Gibbs, and Brett Arrington

### Minutes

1. Reviewed and approved minutes from last meeting – Andy moved to approve; Brandie seconded.
2. Committee reviewed items included in updated Academic Support Annual Assessment process draft
  - Updated assessment process handbook - Amanda
    - Examples of administrative assessment provided from the OAIE
    - Defined expectations – table showing dates and steps in assessment process
      - Quarterly updates – date deadlines listed
      - Reminder to collect data throughout cycle
      - Brett suggested clarifying the annual cycle schedule in the assessment handbook to include verbiage that states that a goal can continue between quarterly cycles or it can be new goals each quarter or a combination of both if listing more than one goal.
  - Weave Tutorial for Academic Support Annual Assessment document - Amanda
    - Includes screen shots of the new template in Weave with descriptions of each section and what needs to be written in each area.
    - Includes screenshots of completed 3<sup>rd</sup> quarter goals and 4<sup>th</sup> quarter in progress
    - Need to include more examples of measurable goals, especially those that would lead to multiple cycles and closing of the loop. Brett and Brandi suggested they could see if their department goals would work. Committee agreed that all would send *at least one* example of a measurable goal to Amanda by next Wednesday (5/26) from their department to include in the document.
  - Updated website for Academic Support Assessment – Amanda
    - Includes both documents just discussed
    - Also includes link to relational database for CAS review schedule

- Includes link to Assessment Tools page with more Weave help including new tutorial videos.
- 3. What's missing?
  - Define "goal". How is it the same as or different than "outcome"? – Amanda will include this in the assessment handbook
- 4. Open forum
  - How do we communicate these process changes to the institution?
    - Posting in OneTech, The Scoop, and email. General agreement that these were good choices. Amanda will send these out to the committee to review before they go out to the university, before next meeting
- 5. Recap of work to be done:
  - Committee members - send *at least one* example of a measurable goal to Amanda by next Wednesday (5/26) from their department to include in the document.
  - Amanda – clarify annual cycle schedule in the assessment handbook – goals can continue across quarters.
  - Amanda – define "goal" and "outcome" in the handbook
  - Amanda – draft article for OneTech and The Scoop; send to committee to review prior to next meeting.
- 6. Next meeting – June 16, 2021