

I. Opening

- Call to order: 10:00 AM by Amanda Gardner

Committee Members	Area	Roll
Brent Drake	Advancement	Present
Marcus “Drew” Dickey	Facilities Mgmt	Present
Amanda Gardner (chair)	OAIE	Present
Brandie Gibbs	One-Stop (SA)	Absent
Aubrey Holt	Student Success	Present
Andy Stadler	OIS	Present
Open	Ozark	

II. October meeting minutes - all voted to accept

III. Topics

- Assessment Grants
  - Biological Sciences – 2 awards given by the Student Learning Assessment Committee
- Annual Assessment
  - Alignment from individual unit plans through department/division strategic plans to alignment with University Strategic Plan. Discussion about the need for units to do their annual assessment in Weave and make those alignments to the university strategic plan.
  - [Newsletter link](#) sent via email to all AS people in Weave on 10/24/22, reminding them about annual plans and alignment to the strategic plan. Did not generate much change in logins or plan activity. Plan to send again at beginning of December with attached PDF and image to draw greater attention.

<https://www.atu.edu/assessment/documents/newsletters/ASA%20Newsletter%20F22OCT24.pdf>

- Plans for Ms. Gardner to meet individually in December/January with units to assist in setting up plans and alignment in Weave.

IV. CAS Class

- Final reports due November 18.
- Plans for improvement of the course – survey questions
- Contact individually for feedback

V. Assessment Training Requests

- Last meeting, committee was asked you to consider, “What assessment related training topics would you like to see?”
  - Andy/OIS: Reaching users for surveys – how can we do these better? Help desk surveys: should we cram all areas into one survey? How to get better response rates? Currently use announcements in OneTech, emails, QR codes on boards. Considering social media avenues but concerns about image and what’s allowed.
  - Discussion about incentives to increase response rate; concerns about new IRS regulations for gift cards and cash.

VI. Other business

- Aubrey requested all NSSE data for student affairs assessment goals. Amanda will provide.

VII. Next meeting: January 18, 2023

VIII. Meeting adjourned: 10:45 am