

## Meeting Minutes

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### **Committee Members Present:**

Angela Crow, Student Accounts | Cheryl Moody, Administration & Finance | Ken Wester, Office of Information Systems | Bob Freeman, Human Resources | Christine Austin, Assessment | Amanda Gardner, Assessment | Tanda Patrick Morrison, Registrar

### **Committee Members Absent:**

Abby Davis, Athletics | Brandie Gibbs, Admissions | Courtney Kline, Academic Advising | Taylor Ragland, Student Affairs

### **Call to order**

Dr. Christine Austin started the meeting at 2:00pm.

### **Old Business**

- Christine noted that Jordan Denton, committee chair, left ATU in the fall to take a position with WEAVE. The last committee meeting was in August; minutes were not saved. Regular monthly meetings will resume going forward.

### **New Business**

- Introduction of New Assessment Specialist
  - Christine introduced Amanda Gardner as the new assessment specialist, who will be taking over as Chair of the committee. Amanda introduced herself and her background in higher education. All members of the committee briefly introduced themselves.
- Update on Assessment Efforts
  - Christine asked the committee for an update on assessment projects.
    - Ken forwarded an email from Jordan (approx. August 2018) with directions to the committee concerning program reviews in WEAVE, beginning with Student Conduct. This email is copied below these Minutes for reference.
    - Committee members noted that the Student Conduct program review has been completed.
  - Amanda will research the other programs in WEAVE that were to be completed and follow up with review plan at next meeting.
  - Christine asked the committee if anyone is working on HLC Reaccreditation.
    - Ken has prepared a standard statement concerning computing on campus, labs and equipment, etc.

- Office of Assessment and Institutional Effectiveness (OAIE) Website Update
  - Amanda presented changes to the website, including training modules on assessment, updated look & feel of pages, increased accessibility to resources and tools.
  - Amanda suggested putting a CAS training module and links to CAS materials on the OAIE website. There was general agreement that this would be helpful.
- Upcoming conferences
  - Christine announced the upcoming Arkansas Association for the Assessment of Collegiate Learning (AAACL) Spring conference on March 28 in Searcy, AR. Committee members interested in attending should notify Christine. The Assessment Committee will pay for registration and everyone going will carpool. A reminder will be sent out by the end of the week.
- Next Steps
  - Christine noted that Mondays at 2pm seem to work for this group. A new meeting notice will come out by the end of the week for next month.

### **Meeting Adjourned**

- Dr. Christine Austin adjourned the meeting at 2:45pm

Respectfully submitted,

Amanda Gardner

Email from Jordan Denton to IE Committee:

You should all have access to the Student Conduct review in Weave now. If once you get logged in you need help navigating, please do not hesitate to contact me (log in is same as Tech). This is a new software and I do not expect everyone to remember it all immediately.

I have provided the groups and parts for the Student Conduct review below. If you would like to review the document in its entirety you are more than welcome to but this is not required.

Two additional notes to add from the meeting:

1. Each part (1-12) has an introduction box before getting into the specific standards, ex: 1 MISSION, 2 PROGRAM, and so on. These boxes do not have information that needs to be reviewed but serve the purpose of providing the suggested evidence and documentation that could be included as well as the standards and guidelines for the entire part. You have been given access to the introductions for the standards you are assigned to and I would encourage you to read over this information. You do not have to click on the “Accreditation” link to do so – you can read the information in its entirety from the main screen where all the other standards are listed – but you are absolutely welcome to if there are any comments you would like to leave there, such as a document you think might be useful and should be included. That does not mean that everything listed has to be provided or that a document cannot be included if it is not on the list. This is simply a suggested starting point. You can also distinguish these because the title will be in ALL CAPS.

2. If you go all the way to the bottom, everyone has been given access to “Part 13.” This is not an actual part as designed by CAS but instead an additional “part” that was created to store the final self-assessment guide (SAG) and summary as an attachment. After clicking the “Accreditation” link, you will see multiple documents under evidence – I have provided a list of these below. As part of the review, everyone will need to review “Work Forms” and “Final Report” found in “Part 13.” The document listed on “e” includes all of the documents listed in “a-d” as one document. However, I have separated these out individually as the only piece you actually need to review is the “Work Forms.” The other pieces have been provided though in the event you would like to read through it in its entirety. Once you click on a document you will have the option to download it in the top right hand corner if you would like to view it in Word instead of Weave.

- a. CAS Student Conduct SAG
- b. CAS Student Conduct SAG – Standards and Guidelines
- c. CAS Student Conduct SAG – Work Forms
- d. CAS Student Conduct SAG – Introduction
- e. Student Conduct Programs SAG (This document includes a-d all in one document.)
- f. CAS Student Conduct – Final Report

I know this is a lot of information and a new system so please do not hesitate to call, text, email, or Jabber me with any questions you may have. If anyone would like to meet as a group again to go over this we most certainly can. Please have your thoughts/comments/questions/suggestions entered by Friday, September 14th. Again, let me know if you have any questions!

Jordan Denton

Forwarded from: Ken Wester, Arkansas Tech University via iPhone

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| Part 1. Mission                         | Tanda Patrick<br>Courtney Kline<br>Brandie Gibbs |
| Part 2. Program                         |  |
| Part 3. Organization and Leadership     |  |
| Part 4. Human Resources                 | Bob Freeman<br>Lindelle Fraser                   |
| Part 5. Ethics                          |  |
| Part 6. Law, Policy, and Governance     |  |
| Part 7. Diversity, Equity, and Access   | Cheryl Moody<br>Angela Crow<br>Abby Davis        |
| Part 8. Internal and External Relations |  |
| Part 9. Financial Resources             |  |
| Part 10. Technology                     | Ken Wester<br>Jordan Denton                      |
| Part 11. Facilities and Equipment       |  |
| Part 12. Assessment                     |  |