



Committee members

Laury Fiorello, Administration & Finance | Bob Freeman, Human Resources | Amanda Gardner, OAIE | Brandie Gibbs, Admissions | Tanda Morrison, Registrar | Taylor Ragland, Student Affairs | Jessica Spicer, Academic Advising | Ken Wester, OIS | Alisha Williams, J.D., Advancement

Meeting called to order by Amanda at 10:04 AM

Present

Bob Freeman, Human Resources | Amanda Gardner, OAIE | Brandie Gibbs, Admissions | Tanda Morrison, Registrar | Taylor Ragland, Student Affairs | Ken Wester, OIS | Alisha Williams, J.D., Advancement | Kyle Love, OAIE Graduate Student

Minutes

Assessment Grant Proposal - Update on Veterans Upward Bound – Amanda

- Recap of the committee's decision to deny the Veterans Upward Bound grant at the last meeting, but to suggest they resubmit with a better plan for assessment. The VUB office decided not to resubmit at this time.

CAS Reviews

- Committee members began giving updates on where they were in completing review of the TRIO and Advancement CAS reports. Bob mentioned that his group members broke the reviews down into sections among each other. Team members should finish their reviews with comments on any evidence or narrative they recommend improvement for and to let Amanda know when they are done.
- Schedule
 - Amanda introduced the 5-year CAS assessment cycle with a spreadsheet of all departments and offices and dates of the last and next review. Student Affairs is managing their own schedule and reviews. Of the remaining departments/offices, there are 11 reviews scheduled for spring 2020 semester, 9 scheduled for fall 2020 semester, and 6 scheduled over 2021-2023 years. Five departments had completed CAS review in the last several years. A discussion followed about whether this was a realistic schedule or if the committee should redistribute the schedule more evenly over the next 5 years.
 - Taylor Ragland reported that five Student Affairs offices would have their CAS self-assessment completed in the spring 2020 semester. Student Affairs is having internal and external review.
 - Tanda Morrison reported the Registrar's office would be done with assessment in spring 2020 semester, as well.
 - Brandie Gibbs described her department's CAS review. She listed the importance of setting deadlines to complete their work; however, said that a semester should be enough time to complete the review. She recommended keeping the schedule as-is, notifying all departments/offices of their pending CAS self-assessment, and then seeing if anyone requests an extension. Committee members agreed with this plan.

- Bob Freeman suggested hosting a panel discussion of “experts” who have been through a CAS self study for all directors and recommended the committee provide lunch to attendees. The committee agreed this was a good plan and decided on December 18.
- General discussion of how departments do assessment
 - Ken has weekly reports turned into monthly reports. At the end of the year, a report is published so any functional changes can be easily found.
 - Brandie suggested each department should have a designated assessment advocate to keep everyone on track with their assessment information.
 - Departments should be doing their own internal assessment year to year to make their 5 year CAS review easier.
- The committee completed an audit of the spreadsheet to ensure accuracy of Division, Department, and Director – who to contact about the CAS review.

AAACL Conference (Arkansas Association for the Assessment of Collegiate Learning)

- A group went to the conference. An HLC Criteria specialist described what evidence HLC was looking for under each criteria

Update on HLC Criteria review

- Coming January 2020, this committee would be asked to review assurance arguments

Committee resignation

- Amanda informed the committee of Angela Crow’s resignation and Ms. Crow’s recommendation for Alex Phillips, from her office, to join the committee. Ken recommended Nathan Kraft as a new member suggestion because he works with all departments/offices across the campuses.
- Dr. Austin will be informed of our recommendations and a decision made.

Action items:

- Amanda will send panel discussion and lunch invitations to directors who have CAS reviews in the spring semester. The Panel/lunch will be on December 18th.
- Amanda will plan for box lunch, reserve the room, etc.
- Further information will be emailed to the committee

Next meeting date

- December 18 - CAS Panel Discussion at 11:30 in place of scheduled committee meeting.

ADJOURNMENT

11:03 AM