

Committee members: Brett Arrington, Institutional Research | Dr. Christina Austin, OAIE | Drew Dickey, Facilities Management | Laury Fiorello, Administration & Finance | Amanda Gardner, OAIE | Brandie Gibbs, Admissions | Taylor Ragland, Student Affairs | Elizabeth Snyder, Public Safety | Jessica Spicer, Academic Advising | Ken Wester, OIS | Alisha Williams, J.D., Advancement

Ms. Gardner began the meeting at 12:00 pm via Webex Meetings

Present: Brett Arrington, Drew Dickey, Amanda Gardner, Brandie Gibbs, Taylor Ragland, Elizabeth Snyder, Ken Wester, Alisha Williams

Minutes

- Welcome to new members
 - Brett Arrington, Institutional Research
 - Drew Dickey, Facilities Management
 - Elizabeth Snyder, Public Safety
- Approval of minutes from 6/17/20
 - Ms. Gibbs motioned to approve; Ms. Williams seconded the motion. Minutes were approved.
- Higher Learning Commission (HLC) Reaffirmation Update
 - The HLC Steering Committee is working to finalize the Assurance Argument. Final submission is due October 9. The visit is scheduled for November 9-10. At this time, we may have one HLC reviewer on campus, but it depends on Covid-19 and travel restrictions. This committee will likely be called to a meeting with a reviewer, together with the Student Learning Outcomes Assessment Committee; this will likely be via Webex Meetings.
- Assessment – How does it relate to the Strategic Plan?
 - Ms. Gardner gave a presentation outlining the hierarchical connection between the ATU Strategic Plan, each division's strategic plans, and their colleges', programs', departments', and offices' assessment plans. She noted that all non-academic functional areas should complete a CAS (Council for the Advancement of Standards in Higher Education) self-assessment every 5 years and utilize the Action Plan created in that self-assessment to develop an annual plan. This committee manages the schedule for CAS assessments, offers support to those undergoing self-assessment, and provides review of completed CAS reports.
- Annual Assessment Plans
 - Ms. Gardner presented four areas of consideration for developing an annual assessment plan (ATU Strategic Plan Goals, CAS Standards, HLC Criteria, and specialized accreditation standards (such as ACPA-NASPA).
 - Committee members were asked to discuss, in small groups, what other criteria/competencies/standards their functional unit follows and how their current assessment plans feed back into, or report to, the strategic plan and HLC criteria.
 - Ms. Gardner explained that the standards and criteria overlap and work together, and showed the committee how to select and link specific standards and criteria to their assessment plan goals in Weave.

- Charge of the Committee/Communication Plan
 - Ms. Gardner read the charge of the committee (<https://www.atu.edu/assessment/committee.php>): “The Institutional Effectiveness Assessment Committee is charged with the continuous monitoring and improvement of institutional effectiveness through the assessment of processes in support service and administrative areas.”
 - Responsibilities of committee members:
 - To guide non-academic assessment practices within your division (speak assessment language, make suggestions that tie to assessment and evidence gathering, reporting)
 - To be a CAS mentor to those going through review (in and out of your division)
 - To provide peer review of CAS projects
 - Communication activities of the committee:
 - To communicate committee activity back to the division
 - To communicate with Staff Senate the activities of the committee
 - To communicate assessment activity of the division back to the committee
 - Committee members were asked to discuss, in small groups, a communication plan that would achieve these activities. The group decided on the following communication plan effective immediately:
 - Each committee member will communicate with their division in the fashion that best fits their division. For example, Information Systems and Institutional Research are comfortable using the Teams feature in Webex Teams to communicate. Other divisions have regular meetings and committee members will report during those meetings. Others are more accustomed to sending/receiving email notifications from committees and will use that method.
 - Members will send this committee’s minutes out to their division. Divisions with more than one representative in this committee will coordinate with each other before sending out communications to the division.
 - Ms. Williams sits on the Staff Senate and will be this committee’s representative there.
 - Each committee member will seek out assessment information (practices, reports, etc.) and report back to the committee regularly.
- CAS Review
 - The Study Abroad office has completed their CAS and await committee review. However, due to preparations for the fall semester and return to campus, the committee determined it would be best to wait until after August to begin their review. This item tabled until the September meeting.
- Announcements/Other Business
 - The National Institute for Learning Outcomes Assessment (NILOA) has several new (free) publications of interest that can be found at: <https://www.learningoutcomesassessment.org/publications/>
 - Mapping and Assessing Student Learning in Student Affairs
 - Working with Employers: Tips for Success
 - Using CAS as a Framework to Assess Holistic Learning
 - The 2020 IUPUI Assessment Institute is offering free, open registration to their virtual conference on October 25-28 (normally a fee-based, on-site conference). Committee members are strongly encouraged to attend: <https://assessmentinstitute.iupui.edu/>
 - Next meeting is September 16 via Webex
- Meeting was adjourned at 1:10pm