

Co-Curricular Assessment Committee (CCAC)
Meeting Agenda
January 29, 2018
HSS 3121

Meeting called to order: Chairperson Dr. Summer DeProw at 2:07 pm

Members present: Dr. Evette Allen, Dr. Summer DeProw, Ms. Emily Devereux, Ms. Tiffany Johnson, Ms. Beth Silverthorn, Nikesha Nesbitt, Ms. Dominique Hallett, Ms. Mary Elizabeth Spence, Mr. Chad Whatley, and Dr. Jeanne d'Arc Gomis, Ms. Elizabeth Wakefield, Mr. Robert Robinette, Dr. Martha Spack

Members absent: Ms. Heather Brake, Mr. Matt Huckaby

Proxy: None

Guests: None

- November 29, 2017 Meeting Minutes – Ms. Devereux motioned to approve; Seconded by Ms. Johnson. All approved.
- Upcoming Dates – Please remember to turn in grant applications. We want to see some co-curricular assessment items. Learn @ State will be March 14th. HLC Site visit will be March 5-8 with the most important days being March 5-6.
- Ambassador Taskforce Update: Present by Ms. Devereux and Dr. Allen. They haven't met yet this year, but have been communicating through email to get a large excel file ready that will display all the ambassador programs. There are altogether around 200 ambassadors on campus. They have decided to work on the communication university outcome for the 2017-2018 year.
- A-State Assessment Handbook SGOC Update – No Update
- University Wide Assessment Report for Co-Curricular Units
 - We are very pleased with the university co-curricular Assessment report. There is data where there should be data, and almost all areas have an action plan. Dr. DeProw asked what help the units might need from the assessment office, specifically in terms of rubrics, or evaluation questions, or funding. The committee members decided to think on it and bring those problems next meeting.
 - Dr. DeProw asked what items they have functioning in their units now and we received an update from Dr. Spack on the Astate Student Engagement App that will go live in March, as well as an update from Career Services on implementing Mock Videos. Dr. DeProw mentioned that both groups should present at Learn @ State.
- Preparation for HLC –
 - Dr. DeProw handed out her final draft for the HLC 4B section on assessment to let everyone know what it said.

- She talked about what she thought HLC would ask from the assessment groups, like Do you have learning outcomes and what is the process for those? Are you using the data that you are collecting? Remember examples such as CCAC Peer Review.
- The committee looked at a handout with sample questions, and were mostly concerned with how to answer, Are the graduating students able to complete the learning outcomes? How do we answer that if we aren't tracking graduate students back to the co-curricular activities? We talked about strengths and weakness of our data. Another questions the committee is concerned with is, how does the assessment data impact budget planning.
- Remember that an answer of "we have not incorporated this into our programs," is better than no answer at all. Also remember to bring your laptop to the HLC meetings so that you can look in taskstream at the process you have.
- Dr. DeProw passed around a sign-up sheet for a more detailed conversation on HLC.
- Action Items:
 - Set up several coffee meetings for before the HLC visit.
 - Work on thinking about things the assessment office can help with within the co-curricular units.
 - Try to make the CCAC meetings more of a working meeting.

Meeting adjourned 3:00 pm.

EW