

**Co-Curricular Assessment Committee (CCAC)**  
**Meeting Minutes**  
**September 11, 2019**

Members Present: Jordan Wilson, Robert Robinette, Kelli Listenbee, Heather Brake, Martha Spack, Beth Silverthorn, Katey Provence, Natalie Eskew, Tiffany Johnson, Mallory Yarbrough, Courtney Spears, Evette Allen, Emily Devereux, Kevin Hennings, Summer DeProw, Myleea Hill

- I. Introductions - Committee members introduced themselves for the benefit of new members.
- II. May 30<sup>th</sup> meeting minutes – Emily Devereux motioned to approve. The minutes were seconded by Robert Robinette. All approved.
- III. HLC feedback from March 2018 site visit
  - a. Summer DeProw shared the analysis of the 2018 HLC site visit with the committee and highlighted portions of the report that could refer to units represented by the committee.
- IV. Frameworks for conducting and reporting student-learning assessment
  - a. Summer DeProw shared frameworks for conducting co-curricular student learning assessment as well as an example of the framework being used by the library.
- V. Civitas Impact Data from Learning Commons
  - a. Kelli Listenbee and Elizabeth Wakefield presented examples of tutoring's data collection system and reports of persistence data using Impact by Civitas. The committee discussed how these programs could be adapted for use in other units.
- VI. Decision on Framework
  - a. Summer DeProw shared what commitments the Office of Assessment was ready to make to further co-curricular assessment and what would be needed from the individual units. The committee was asked for volunteers to begin implementing the framework within the individual units. There was discussion on implementation and what help would be needed. Summer DeProw explained to the committee that each unit would need to turn in a report at the end of the academic year.
  - b. Myleea Hill informed the committee of the resources available to help the units with awareness and engagement efforts.

**Important Dates**

Assessment Reports

- Annual program assessment report due dates:
  - 2018-19 Assessment Findings are due June 15, 2019
  - 2018-19 Action Plans are due October 15, 2019
  - 2017-18 Status reports are due October 15, 2019