

Co-Curricular Assessment Committee (CCAC)
Meeting Minutes
March 2, 2017 1:00pm
Library 6th Floor Conference Room

Meeting called to order: by Chairperson Dr. Summer DeProw

Members present: Ms. Heather Brake, Dr. Summer DeProw, Dr. Jeanne d'Arc Gomis, Mr. Matt Huckaby, Ms. Tiffany Johnson, Mr. Robert Robinette, Dr. Topeka Small, Ms. Martha Spack, and Mr. Chad Whatley and Dr. Karen Wheeler

Members absent: Ms. Dominique Hallett, Ms. Beth Silverthorn, and Dr. Jill Simons

Proxy: None

Guests: Mr. Kyle Davis

New Member introduced- Jeanne d'Arc Gomis, Director of Study Abroad Program

- I. Meeting Minutes from February 16 2017.** Members reviewed the minutes from the February 16th CCAC meeting. Motion to approve minutes by Mr. Matt Huckaby. Seconded by Ms. Heather Brake. Minutes approved.
- II. Next Meeting-** Do we need another March meeting? Possibly meet with each unit if needed and have an April meeting to report out, wrap up, and everyone share rubrics.
- III. Learn@State- March 15th.**
Members were encouraged to attend.
- IV. ULO proposal -SGOC Update**
SGOC voted to:
 - a. Yes, this is a shared governance issue
 - b. No, it is not a faculty handbook issue
 - c. Constituency groups are Faculty Senate, Staff Senate, Deans Council, Chairs Council, and SGA (Dr. DeProw will attend their meeting on March 3, 2017)
 - d. Expedited review was granted
 - e. Shared governance committee that is responsible: SGOC
 - f. Summer DeProw will be responsible for paperwork (with Angela Daniels help)
- V. Rubric Discussion**
Members were given the Co-Curricular Assessment Plan Rubric to review, ask questions and discuss.
- VI. Peer Review**
Members were assigned to groups and exchanged assessment plans for review and evaluation using the Co-Curricular Assessment Plan Rubric. After reviews, each group presented the results of its review of questions 2-5 with ratings of Exemplary, Good, Fair or Poor.
Members will use the peer-review results and make any adjustments and refinements to their plans as needed and send to Dr. DeProw within 2 weeks.

Meeting in April

An April meeting will be planned.

Meeting adjourned 1:51pm