



Assessment & Academic Improvement Council

Friday, December 4, 2015 • Meeting Minutes

1:30-3pm • 417 SU Exhibit Room 2

Present: J. Romans, C. Johnson, T. Wikle, S. Damron, J. Nalon, S. Gordon, L. Cota, J. Swinney, S. Haseley, J. Comer, & J. Gelder.

Guest: J. Knecht

Absent: D. Hobson, R. Singh, S. Ownbey, P. Fry, B. Masters, C. Hawkins, K. Neurohr, C. Ippoliti, C. Campbell, G. Fox, K. Clinkenbeard, & J. Fanning.

1. Introduction and Call to Order

Dr. John Romans called the meeting to order at 1:30 pm. Dr. Johnson motioned to approve November 2015 minutes;

Dr. Damron seconded. Minutes were unanimously approved.

2. Assessment Updates

- a. **NSSE Update:** Dr. Gordon reported that the NSSE data has been finalized and UAT is putting the results together into an overall presentation. UAT will also create a website to assist departments, colleges, and divisions with using the NSSE data in a way that best suits their needs. The website will include relevant NSSE webinars, reports, and worksheets that focus on using NSSE results. The website and a presentation of the 2015 NSSE results will be available at the next AAIC meeting.
- b. **SSI Update:** James Knecht provided the group with an update about the online SSI progress. An email was sent this week to Instruction Council regarding some of the issues that were occurring with the D2L interface. Some students did not have access to all the surveys they should have. Individual emails that provided links to surveys were sent to those students. Mr. Knecht said he is still working to correct the D2L issues, but he can't fully troubleshoot the problems until the survey closes. Instructors will get their results via email 2-3 days after grades close. College SSI Coordinators will get reports for their college 2-3 days after that; they will have to separate the reports for the individual departments. Mr. Knecht reminded the Council to report any issues regarding the online SSIs to s.s.i@okstate.edu ASAP.

3. Discussion Items

- a. **Approval of Assessment Budget Guidelines:** After some discussion of the proposal for new Assessment Budget Guidelines, Dr. Romans called for a vote to approve. Dr. Damron motioned to approve; Dr. Comer seconded. The Assessment Budget Guidelines were unanimously approved.

4. General Reminders:

- a. Assessment reports for 2015-2016 are due September 15, 2016. The next AAIC meeting is Jan. 8th 2016.

5. College Updates: No updates

Meeting adjourned at 1:55 pm.