

**Student Affairs Assessment  
Meeting Minutes  
November 12, 2007**

Present:           Mike Cairns                   Wendy Dodd                   Kristen Salomonson

**Recap of IUPUI Assessment Institute Conference**

Mike Cairns said that the IUPUI Assessment Institute conference was very good. Approximately 1/3 of all colleges who attended the conference are just getting started on assessment. We found out that we are further along than most colleges, but we still have a lot of work to do. The IUPUI Assessment Institute does not have a Student Affairs track anymore, mostly geared toward academics.

**HLC Preparation**

What is the best way to prepare for spring 2011 visit? Kristen suggested that a Student Affairs HLC Preparation Committee be formed. A Student Affairs Preparation committee will be formed and an HLC timetable will be created.

**Department/Division Web Sites**

Each department will be asked to create an Assessment Activities Web page, which will be included on the sidebar of their homepage. The Student Affairs homepage will include a Student Affairs Activities Web page, which will be included on the sidebar. A template for the assessment Web page will be distributed to each department. The deadline for departments to complete their Assessment Web page will be August 4, 2008. In early 2008 Kristen and Mike will meet with each department to discuss their progress and any questions they may have.

**Departmental Web Sites**

Things to be included on the departmental Web sites:

- Past Assessment
- Work Plans
- Annual Reports
- Mission Statements
- How we used assessment results to make improvements
- Student Learning Outcomes

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**Divisional Web Site**

Things to be included on the divisional Web site:

- Assessment History
- Best Practices
  - Resources such as:
    - IUPUI Assessment Institute
    - NASPA - National Association of Student Personnel Administrators
    - AIR – Association of International Research
- Committee Listing and Memberships
- Local Student Employment Survey
- Results of Surveys, to include NESE and local breakdowns; such as, Student Employment, Student Learning Outcomes, and Dawg Day
- Assessment Timetable

**Departments and Web Page Contacts**

- Birkam Health Center – Tom Liszewski
- Counseling Center – Tom Liszewski
- Office of Student Conduct – Ashley Atteberry
- Dean of Student Life – Ashley Atteberry/Nick Campu
- Enrollment Services – Chuck Rupin/Sam Fattore
- Vice President/Associate Vice President – Sherry Hayes
- Rankin Center – Debbie Sweet
- Multicultural Student Services –
- University Recreation – Kyle Thornton

**Training Session**

A training session will be set-up in FLITE to show each departments how to set-up their assessment Web page.

Respectfully submitted by,

Sherry Hayes