

**Student Affairs Assessment Committee**  
**Meeting Minutes**  
**October 13, 2009**

Present:

Mike Cairns                      Lisa Ortiz                      Kristen Salomonson                      Cindy Vandersloot  
Leroy Wright

Mike Cairns said that HLC is requesting that every University have periodic assessment reviews. The Student Affairs Highlights is a review that takes place once a year. The Student Affairs Highlights are posted on the Student Affairs Assessment web page and are available to help others (inside and outside of Ferris) to see what Student Affairs is doing to support student learning.

**What can we do to make sure we have ongoing effectiveness?**

- We need a way to chronicle our assessment efforts.
- Kristen Salomonson suggested that a document be created that shows how assessment has changed us and how we have changed assessment.
- Mike suggested creating links to evidence or survey results that help to support our Assessment Highlights.
- We could create a document that shows this is what we learned and this is what we have done.
- TracDat may be used to compile or keep track of our assessment data. Robbie Teahen will attend the October 15 Student Affairs Administrative Council meeting to discuss TracDat and how Academic Affairs uses it. Kristen Salomonson said that she considers TracDat to be a large file that stores assessment history.

**How do we assess our assessment process?**

- Leroy said that we already do some of this by having a Student Affairs Assessment committee.
- The committee discusses results, follows-up with departments and encourages directors to assess their programs, departments, etc.
- We also have other areas as members of the Student Affairs Assessment committee who help us to look at our process and recommend ways to improve the process.

### **Are we providing adequate support to departments within Student Affairs?**

- We discuss assessment at the Student Affairs Retreat
- We provided the directors with a book on assessment
- We invited a guest speaker, Ric Underhile, to the retreat to discuss Assessment.

### **Is there more we can do?**

- Currently, each director meets with Mike and Kristen at least twice prior to creating their Assessment Highlights.
- After the Assessment Highlights are completed each director is asked to meet with Mike Cairns, Kristen Salomonson and Dan Burcham to discuss their highlights. In some cases, the directors are asked to update or change information in the highlights after they have met with Mike, Kristen and Dan.
- The committee feels that the best way to support the directors is to give direct feedback, meet with them one-on-one and once-a-year holding a workshop (which was done through the Student Affairs Retreat this year) to help directors understand assessment and how to use it.

### **How do we do more?**

- Provide the directors with guidelines/expectations for their Assessment Highlights.
- We could also invite a couple of directors that are doing well on their Assessment Highlights and a couple who are not to meet with the Student Affairs Assessment committee.
- After the directors have met with the committee, a meeting could be set-up with Mike and Kristen as a follow-up.
- Directors can share their concerns, fears and ask questions at the committee meeting and/or when they meet with Mike and Kristen.

Another Student Affairs Assessment Committee meeting will be set-up in the near future to discuss TracDat and if it will be helpful in our process.

Respectfully submitted by,

Sherry Hayes  
Administrative Assistant to the Associate VP  
for Student Affairs