

**Student Affairs Assessment Committee
Meeting Minutes
July 28, 2011**

Present:

Mike Cairns
Leroy Wright

Cindy Horn

Lisa Ortiz

Angie Roman

The committee discussed ways to educate the departments on how to complete their Assessment Highlights. Currently, several areas are not following the guidelines provided to them.

The idea of holding a working group session was discussed as well as individual meetings with the departments.

The committee also discussed having each department determine what they are planning on assessing for the upcoming year at the August final review session. Mike will send a note out to the group asking each department to bring their assessment targets for 2011-2012 with them to the August 18, 2011 meeting.

It was decided that an instruction packet would be created and distributed along with the past years Assessment Highlights in hopes that the document will help departments to complete their Assessment Highlights. The instruction packet for 2011-2012 will be distributed at the August 18, 2011 meeting. A timetable is also included as part of the instruction packet so that the departments are aware of due dates, etc. Two individual meeting sessions will take place, one in October 2011 and the other in May 2012, where individuals from the Assessment Committee will meet with departments to guide them through the assessment process.

Respectfully submitted by,

Sherry Hayes
Administrative Assistant to the Associate VP for Student Affairs