

Student Affairs Assessment Committee
Meeting Minutes
August 10, 2010

Present:

Mike Cairns

Cindy Horn

Angie Roman

Kristen Salomonson

Leroy Wright

The committee discussed changes to the questions provided in the Instruction Packet – Preparing Your Assessment Highlights that is distributed to the departments. It was suggested that the following changes be made.

- Directions page (page 2) add the following bullet, “Must include at least one Student Learning Outcome.
- #1 Assessment Review - The committee decided that under Assessment Review it will read as follows, “Look at last year’s assessment report (Actions Based on Assessment Section) where you identified changes or improvements you plan to make. Did you make any of these changes or improvements? If so, explain.”
- #2 Assessment Area – added the following “(Please be specific about what you are assessing.)”
- #6 Assessment Plans –in the 2009-2010 Assessment Highlights report departments answers to “What are your future assessment plans?” varied somewhat; some Directors answered for specific assessment projects and others answered as pertaining to their assessment initiative in general, it was determined that both answers are acceptable.

The committee will invite the Directors to a meeting where they will be allowed 20 minutes to discuss their 2009-2010 Assessment Highlights and answer the following questions: 1) Briefly review your department’s Assessment Highlights (5 minutes), 2) Is there anything the Student Affairs Assessment Committee can do to assist you?, 3) What are your plans for the future?, and 4) How is the overall assessment process within Student Affairs working for you? Dan Burcham will also be invited to the meetings.

The Student Affairs Assessment Timeline for 2010-2010 will be changed to show that the VP and the Student Affairs Assessment Committee will meet with Directors to discuss Assessment Highlights.

Mike discussed the idea of assigning Assessment Mentors to each department, as to help each other with their assessment efforts.

The committee looked over the 2009-2010 Assessment Highlights submitted.

Respectfully submitted by,

Sherry Hayes,
Administrative Assistant to the
Associate VP for Student Affairs