

Student Affairs Assessment Committee
Meeting Minutes
November 18, 2011

Present:

Mike Cairns	Cindy Horn	Kristin Norton	Lisa Ortiz
Angie Roman	Kristen Salomonson	Leroy Wright	

Kristin Norton's assessment buddy, Troy Tissue, no longer works at Ferris. Kristin will meet with Paul Sullivan, Birkam Health Center, instead.

Kristin Salomonson will meet with Mark Schuelke, Rankin Student Center.

Cindy Horn met with Matt Chaney, Office of Multicultural Student Services, and Alli Witucki, Student Leadership and Activities.

- Matt Chaney (OMSS) – Cindy said that she encouraged Matt to focus on assessing three events for the Assessment Highlights Report. Cindy suggested that Matt change the evaluation form to ask students what they learned from attending an event, instead of the traditional questions.
- Alli Witucki (SL&A) – Cindy plans on sharing Matt's assessment process with Alli and Alli's assessment process with Matt, so that they can learn from each other. Alli has created her own assessment timeline which she has posted by her desk and refers to frequently.

Angie Roman met with Elise Gramza, Registrar's Office, to discuss her Assessment Highlights.

- Angie learned a lot about the Registrar's office and discussed last year's assessment process with Elise. Angie encouraged Elise to pick one or two items to focus on. Elise plans to focus on the Graduation Process. Kristen Salomonson suggested also evaluating current student's knowledge of FERPA. Lisa Ortiz suggested evaluating faculty and staff on what they know about FERPA.

Leroy Wright met with Renee Douglas, Personal Counseling Center, regarding her Assessment Highlights.

- Renee has several areas that she would like to assess. Leroy encouraged Renee to focus on one or two areas. Leroy felt that he learned a lot about the Counseling Center after meeting with Renee. Renee will focus on therapeutic outcomes and why student's use or don't use the counseling center.

Mike Cairns met with Charlotte Tetsworth, Admissions (Process).

- Charlotte will be assessing what the student workers in her office (Admissions & Records) are learning. She will be looking to see if her students are learning such things as prioritization skills, communication skills and ways to enhance and maintain a positive workplace environment.

Mike Cairns met with Sara Dew, Office of Scholarships and Financial Aid.

- Sara is seeking to improve the awarding of financial aid to enhance overall student recruitment and retention. She will be assessing the overall effectiveness of the need-based funding process to determine if there are better ways to leverage limited funds. Sara will use assessment data to help determine Financial Aid's overall awarding policy for the 2012 -2013 award year.

Mike encouraged everyone to check in with their Assessment buddies prior to the mid-year review in February.

Respectfully submitted by,

Sherry Hayes

Administrative Assistant to the Associate VP for Student Affairs