

**Meeting Minutes: Assessment Committee  
Connections Afternoon, April 21, 2017**

**Present Committee Members:** Angela Palmer, Nicholas Campau, Deanna Goldthwait, Matt Chaney, Cindy Vander Sloom, Angela Roman, Kristen Salomonson, and Kevin Carmody

**Absent Committee Members:** George Nagel & Lisa Ortiz

**Present Assessment Buddies:** Heidi Wisby, Charlotte Tetsworth, Angela Garrey, Mark Schuelke, Elise Gramza, Eric Simone, and Mitzi Day

**Guests:** Kathy Lake & Joy Pufhal

Kristen and Nick welcomed the committee members and assessment buddies, and thanked them for their assessment efforts throughout the year. This assessment connections meeting is a mid-year check-up where each person is to share a quick overview of the assessments that they are working on. This is a time to provide feedback and help if needed by the assessment committee members. Kristen mentioned that she is proud to be part of a division that views assessment as important to the work that we do, and has an ongoing interest in the participation of assessment.

Charlotte Tetsworth & Angela Garrey:

Charlotte and Angela are joining efforts on the assessment of SAT requirements. State requirements have changed in regards to SAT scores and these changes have made a big impact in the Admissions office. Charlotte shared that there have been some obstacles in getting test scores and being able to process them through into Banner. Angela and Charlotte are joining forces in working through these obstacles and assessing the impact of the changes.

Eric Simone:

Eric continues to assess Dawg Days and the Admitted Student Open House events, using satisfaction surveys, etc. One major change for Orientation this year will be with the Welcome presentation. This change comes from feedback from previous assessment tools. Eric has added the assessment of the newly organized Subscription Services to his efforts this year. He will assess the impact that the Subscription Services have to yielding students. He will look at feedback from the recipients of the items sent for assessment data.

Elise Gramza:

Elise is assessing the different processes that the Registrar's office has in place. Some of the processes being assessed are for that of academic dismissals, withdrawals, and reinstates. Elise's office has been working with consultants and other constituents to automate many of the processes. A second form of assessment that Elise is looking to provide is related to RSO involvement. She is working closely with Angela Roman to assess whether or not RSO involvement can be tied into retention.

Mitzi Day:

This year, Mitzi will assess the google analytics of the IR&T website. She is interested in seeing the popularity of the IR&T website, what visitors look into the most, etc. She will also look into the accessibility of the documents on the website, and ways to improve it.

Heidi Wisby:

Heidi's assessment efforts include looking at how the students perceive or approach their student debt. She would like to find out if students are using or reaching out to the resources/help that is available to them, and will use a short survey to assess these questions, and then look at ways we can help guide them. The survey will be sent to all students who are active in Spring semester and who has federal debt.

Mark Schuelke:

Mark's assessment efforts will come from a 7 question survey which will ask UC users about their reservation process experience, their pre-event planning experience, and their thoughts about the UC after their event has taken place. This survey is scheduled to go out in April.

Deanna Goldthwait:

Deanna is currently reviewing things that are being charged to our budgets that we don't necessarily plan, know of, or approve of. Some examples of this are utility charges, custodial items, etc.

Angela Roman:

Angela's assessment efforts will include RSO participation and retention percentages, in collaboration with Elise; data that comes from new technology, such as card swipe entry to events; and comparing data from Bulldog Career Link to Handshake. Angela is specifically looking to see if student usage has increased with the new software, Handshake.

Kevin Carmody:

Kevin will assess students to see if they know who he is and whether or not they know how to report a Title IX issue. Kevin would also like to find out more about our knowledge on assessment, specifically look into areas that we could benefit from professional development opportunities.

Cindy Vander Sloot:

Cindy is interested in assessing the utilization of the Recreation Center, as well as collecting thoughts from their student leaders to see if they are learning from their time at work and/or think that they are obtaining transferrable skills.

Lindsay Barber:

For the Birkam Health Center, Lindsay would like to assess the basic volume of patients to see who is visiting the center and who returns. She would also like to assess the insurance demographics, such as which insurance companies we bill and which ones reimburse.

For the Personal Counseling Center, she would like to assess the basic volume of clients, look at the average number of students seen within the school year to use for utilization of scheduling, and the types of programs the students are in.

Matt Chaney:

Matt's assessment efforts will include data which came from a student partner who researched the services and perceptions of OMSS. Matt will specifically look at how his office can communicate more effectively with students.

Kristen Salomonson:

Kristen will share NESE survey data, and will assess a focus group of parents to look at what they hope to learn or know.

Nick Campau:

Nick's assessment efforts will come from a survey which was sent to students who have gone through the Student Conduct office. He will look at demographics of the student population surveyed as well as the feedback they give about the services provided.

Submitted by: Angela Palmer,  
Administrative Assistant to the Dean of Student Life