

Meeting Minutes: Assessment Committee April 9, 2014

Present Committee Members: Angela Palmer, Leroy Wright, Deanna Goldthwait, Cindy Horn, Kristen Salomonson, Nicholas Campau, and Erik Wessel

Absent: Lisa Ortiz, George Nagel, and Angela Roman

Assessment Buddy Updates:

- Deanna: Deanna has recently met with Cindy Vander Sloot. Cindy has communicated that she and Fern have begun meeting and they have come up with ideas on what they will be assessing this year for University Recreation.
- Cindy Horn: Cindy met with Matt Chaney today prior to our meeting. She communicated with the committee that Matt is interested in assessing the T.O.W.E.R.S initiative which Cindy feels will be very important due to the recent updated SPARC communication given. Matt will also continue to assess different programs/events that his office presents and leads. During Matt and Cindy's meeting, Matt shared a survey that was given to participants during the Women's Expo where they have tied in a student learning outcome to their assessment efforts.
- Cindy Horn: Cindy communicated that she has been unable to connect with her assessment buddy Angela Garrey, but has a scheduled meeting with her in the near future.
- Erik Wessel: Erick first met with Charlotte Tetsworth on March 13, 2014 where she communicated that she has struggled in the past with choosing topics of assessment. Erik advised Charlotte to base her assessment efforts on possible questions that arise from the leadership of her division. Erik shared that Charlotte does not necessarily have a lot of data based on student learning outcomes; however, she has a lot of other data to use as leverage based on assessment. Erik and Charlotte will meet again on Monday of next week. Erik has communicated with Charlotte the importance of not only assessing, but to gather the data into some sort of deliverable report that can be used and referenced for future use.
- Nicholas Campau: Nick has met with his assessment buddy, Eric Simone, and they have concluded that their assessment efforts will be

focused on Dawg Days. Eric has a lot of useful data regarding attendance of Dawg Days and how it yields to University admission.

- Kristen Salomonson: Kristen communicated with the committee that her assessment buddy, Mitzi Day, has a variety of projects in the works. One project of interest to her and Kristen is the graduation follow-up survey that is given. They both receive a lot of data/statistical inquiries regarding this specific survey from others within the University.
- Kristen Salomonson: Kristen has not yet met with Mark Schuelke and recognizes his struggles of assessing while the new University Center is under construction. Leroy suggested that Mark may be able to use data that he has compiled from his new proposed business plan.
- Kristen Salomonson: Kristen is personally looking at how her division has improved the campus visitation/tour program.
- Leroy Wright: Leroy communicated that he is certain that Angela Roman has connected with both of her assessment buddies, Sara Dew and Elise Gramza.
- Leroy Wright: Leroy communicated that his assessment buddy, Renee Vander Myde, is exploring health professions connections as well as new Medcat information in terms of assessment.

Assessment Timeline Review:

A copy of the Assessment Timeline was given to the committee. A suggestion was made to retitle the Assessment Connections Individual Meetings to include the word “buddy” so that there is not any confusion in comparison to the Assessment Connections Day. Nick suggested that we revise the timeline to include summer efforts. It was concluded that summer efforts can be included as an addendum to the original scheduled timeline.

Assessment Connections Day:

Kristen has volunteered to bring drinks for the afternoon. The Office of the Dean of Student Life will provide snacks. Kristen suggested that each person gets 15 minutes to highlight their assessment efforts thus far. Angie will compile a schedule for the day, send it to those presenting, and ask for feedback. Angie will change the schedule as needed based on feedback from the presenters. Angie will send out a template of the format guidelines to the committee.

Article Review:

A copy of the article, "Five Things Not to Do in Developing Surveys for Assessment in Student Affairs," was shared and discussed amongst committee members.

Other:

Erik suggested that our committee set up a sky drive folder that we could utilize and has volunteered to create and set it up.

Erik suggested that we have a calendar which highlights the dates that surveys are given. Using the calendar, we could focus on staggering our surveys throughout the division as to avoid survey saturation.

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