

## **Meeting Minutes: Assessment Committee March 18, 2016**

**Present Committee Members:** Angela Palmer, Kristen Salomonson, Nicholas Campau, Angela Roman, and Deanna Goldthwait

**Absent:** Cindy Horn, Lisa Ortiz, and George Nagel

### **Assessment Buddy List Review:**

Due to changes of employment and interest in the committee, the committee discussed revising the current buddy list. It was recommended to add Kevin Carmody, Title IX Coordinator/Associate Dean of Student Life, to the committee, and partner him with Sara Dew, allowing Angela Roman to focus on one buddy. Cindy Horn has expressed interest in excusing herself from the committee, so the committee recommended to add Cindy VanderSloot, Associate Director of the University Rec Center, to the committee and partner her with Angela Garrey. Matt Chaney, Director of OMSS, was asked to be on the committee, accepted, and was partnered with Mark Schuelke. Once the new Director of Birkam Health Center and the Personal Counseling Center is hired, the committee will partner them with a buddy. The changes discussed are highlighted below within the buddy list table:

| <b><u>Name</u></b>  | <b><u>Assessment Buddy</u></b> |
|---------------------|--------------------------------|
| Charlotte Tetsworth | Deanna Goldthwait              |
| Eric Simone         | Nick Campau                    |
| Angela Garrey       | Cindy VanderSloot              |
| Sara Dew            | Kevin Carmody                  |
| Elise Gramza        | Angela Roman                   |
| Mitzi Day           | Kristen Salomonson             |
| Mark Schuelke       | Matt Chaney                    |
| BHC & PCC Director  | ?                              |

### **Assessment Timeline Review:**

The committee reviewed the current timeline and made changes. It was decided to have the Assessment Connections Day in May instead of April this year, and to dismiss the Individual Connections Meetings in May. The due date of the Assessment Highlights report will be August 1, 2016, with the Assessment Highlights Review date to be determined at a later meeting. Angela Roman shared that the days within the week of August 15-19, 2016

will not be a good time to have the Assessment Highlights Review day because most of the staff will be attending LeaderShape.

**Assessment Connections Day:**

The Assessment Connections day will be on Tuesday, May 10, 2016. Angie will reserve a room in the University Center, order no bake cookies, rice krispy treats, and drinks from Catering. Angie will send out the invitations.

**Reminder of Planned Assessment Topics:**

Angie Palmer will send out an email to the assessment reporters to remind them of the planned assessment topics that were noted in their last year's Assessment Highlights report.

**Other:**

Deanna shared with the committee that due to the absence of a director at the BHC and PCC, this area may not be included in this year's assessment report.

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