

**Oregon State University
Student Affairs Assessment Council**

**Agenda and Minutes
August 27, 2003**

Attendance: Edie Blakley, Katie Wilson, Eric Hansen, Jo Fredric, Nita Phillips, Kami Smith, Kent Sumner, Laurie Bridges, Michelle Rosowsky, Rebecca Sanderson, Pat Ketcham

Announcements:

Marilee Bresciani—November 12-13

Marilee suggested that we have departments write assessment plans that she could look at prior to her arrival. She could then tailor her talk to what she sees as the need. In addition, she could meet with individual departments to consult with them on their plan. This means that each department will need to develop assessment plans. Larry and Rebecca are meeting on September 2 to draft a plan for these documents to go to Larry. Rebecca suggested that folks use the Assessment Audit form and two articles by Marilee to begin their plans. ***It was further emphasized that this is a beginning and that no one is expected to have a perfect or even a totally complete plan.***

Discussion:

Continuation of Goals, Learning Outcomes, Survey Questions discussion

Review of minutes of last meeting with attached question format

The group agreed to use Option #1 format for the questions. Various word changes were offered and agreed upon by the group. In addition a couple of questions were added to the document.

Discussion of the “homework” that Katie had provided to the group was postponed until the next meeting as time was drawing short and folks wanted some time to think about it.

Rebecca indicated that she would make the changes agreed upon by the group and send them out with the minutes of this meeting.

Getting on the agenda for the Student Affairs Department Heads Group—*postponed until next meeting*

Do we want to add some service-type questions that all departments should be asking?—*postponed until next meeting*

Next Meeting:

September 10, 2003, 10:30-noon, Hawley conference room

Meetings for fall term: 9:00-10:30am beginning October 1, 2003

Dates for Fall Term: Oct 1, 15, 22, 29, Nov 5, 12, 26, Dec 10—all in Hawley Conference Room