

**Student Affairs Assessment Council  
Minutes  
January 9, 2008**

**Attendance:** Melissa Yamamoto, Linda Reid, Ann Robinson, Kami Hammerschmith, Michele Ribeiro, Beth Dyer, Marleigh Luster, Adry Clark, Jennifer Viña, Eric Hansen, Gina Shellhammer, Allison Davis-White Eyes, Rick DeBellis, Rebecca Sanderson

**Assessment Plans due January 15, 2008**

--Provide one more hard copy than the number of reviewers of your plan (see review schedule)

--Will also need electronic copies so that Rebecca can send to Student Voice as they will post it on the web in the management software.

**Student Voice**

**Logon's for Student Voice**

Rebecca reported that Student Voice had logins and passwords for SA assessment council members. They can be distributed now or after the training session on January 30. Right now they are not ready for us to go into the management tab but other areas are open to us. The group decided to have the logins sent now so they could begin to look at the software and get familiar with the sections not related to the management tab.

**Training on Student Voice**—scheduled for January 30, 9:00am-10:30am in the Academic Success Center Computer Classroom which is on the ground floor of Waldo Hall. If members are unable to make it to the webinar training, please let Rebecca know so she can schedule time to do some training. Rick DeBellis is also familiar with the software. Further in these minutes are the directions for accessing the webinar. This can be done from your desk if you are unable to make it to the Academic Success Center.

**Levels of Access and Bringing into the Student Voice system**

Currently the only people who will have access to the software are those people in student affairs who are active on the assessment council. As we develop we will be able to add those folks who are doing assessment plans but may not be active on the council as we want them to use the software as well. It is anticipated that there is at least one person in each alignment group that has a representative on the Assessment Council and can serve as the liaison to others in that alignment group.

Rebecca asked the council members to discuss in their departments and alignment groups who else might need read access or read and write access to the management system. She is also going to consult with Student Voice about levels of privacy, etc. for the management software. Results of this inquiry will be reported back to the council.

We will always be able to add folks and also revoke access when people no longer have a need for privileges.

**THE NEXT MEETING IS: Student Voice Webinar  
JANUARY 30, 2008  
In the Academic Success Center Computer Classroom—  
Waldo Hall ground floor**

## Instructions for Student Voice Webinar training for OSU Student Affairs

January 30, 2008

This is only for those who choose to do the Webinar at their desk and not with the group training in the Academic Success Center computer lab

### Step 1: Access Online Presentation

1. Click on this link: <http://www.paetec.com/readybridge/>
2. Select "Join a Conference" near the middle of the page.
3. Enter the following information: (**contact Rebecca Sanderson for access codes**)

Phone Number:

Access Code:

4. Fill in the requested registration information.

The online component of the session requires installation of Flash:

<http://www.adobe.com/products/flashplayer/>. If you do not already have Flash installed (many computers will already have Flash), you will get a message asking if you would like to install Flash. If you are unsure as to whether your computer has Flash, you can follow the directions above at any point prior to the webinar.

### Step 2: Call into Conference Line (**contact Rebecca Sanderson for access number and codes**)

1. Dial
2. Enter the Access Code followed by #