

## **Student Affairs Assessment Council**

### **Minutes**

**January 25, 2012**

**Attendance:** Rebecca Sanderson, Maureen Cochran, Kami Hammerschmith, Eric Hansen, Ann Robinson, Carolyn Killefer, Ben Wessel, Doug Severs, Rick DeBellis, Laurie Bridges, Jo Alexander, Tom Watts, Dave Craig, Kent Sumner, & Michele Ribeiro

#### **Annual Reporting Data Discussion**

- Council members who were present were asked if any concerns have been raised in their departments since Rebecca presented the intended structure for Annual Reports; no concerns were raised thus far.
- Rebecca would like to have the metrics for individual departments defined by the end of the Winter term. Some departments have started meeting with Rebecca to discuss their metrics, other departments are strongly encouraged to contact her to schedule a session during which she can work with departments to brainstorm potential metrics for each area and discuss what is possible to collect.

#### **Assessment Review Discussion:**

- Council members are having difficulty finding the time to review assessment plans and reports and they are finding it difficult to schedule a time to meet with the departments to discuss the review.
- Council members discussed alternative avenues to explore in order to maintain the review part of the assessment reporting process in a way that creates less stress for all involved. Ideas included:
  - Host a “review party” during which council members would have a set time to work on their reviews.
  - Add more structure to Compliance Assist so that the reports are more streamlined and the information is easier to sort through.
  - Find a way to embed assessment into every day activity rather than having a scramble for information once a year.
  - Each department could assign their own due date that works/makes sense for their schedules rather than having the 1/15 and 9/15 submission dates.
- This is a conversation that we will continue in coming meetings in order to find a way to continue the reviews/submissions and also to have it work better for units and council members.

#### **Next Meetings:**

February 8, 2012  
MU Council Rm  
9-10:30

February 22, 2012  
MU Council Rm  
9-10:30