

Student Affairs Assessment Council

Agenda

June 1, 2005

CONGRATULATIONS STUDENT AFFAIRS ASSESSMENT COUNCIL!!!!

Attendance: Beth Dyer, Jessica Heintz, Kami Smith, Edie Blakely, Rick DeBellis, Lisa Hoogesteger, Kent Sumner, Rebecca Sanderson

Review of Assessment Plans

The remaining plans will be reviewed individually with the specific departments at the request of the folks being reviewed.

Feedback on Assessment Plan Review Process and Rubric

The group spent most of the meeting discussing ideas to improve our process for assessment plan review and the rubric. Generally, it seemed that folks thought it was a beneficial process for the reviewer but they were not sure about how helpful the report to the committee was or how helpful the review was for departments. The following ideas were discussed in terms of how we might amend the process.

- Have a group meeting with all the plan writers from all departments to lay out expectations, offers of help, provide food
- Perhaps Rebecca could do an initial screening and not pass on those reports that are more rudimentary—but instead work individually with those departments
- Teams were good in terms of reviews and also having two or three plans was do-able
- If possible have someone in the team who knows something about the department being reviewed
- Have a tighter time frame to get reviews done and feedback provided to departments (timely feedback important for learning)
- Reserve MU 109 and have meetings with all departments
- Solicit feedback from departments in terms of whether or not the feedback they received was beneficial
- Those that reviewed plans wanted to have more contact with the department and to develop a consultative relationship
- Rubric helpful
- Distribute rubric to departments (this has been done but perhaps only to department heads and it didn't trickle down)
- Pilot rubric with naïve users in departments
- Maybe implement a buddy system
- Assess value of process—review process meeting with those not on assessment council
- Post SA assessment plans—as samples--- send request to council to see if any would be willing to post
- Add Mission to the Rubric
- Develop a handbook, Assessment Planning 101, to provide to the assessment plan writers each summer/year

Summer Schedule (how often and when)

The group decided to meet once per month during the summer with the following recommendations: mid-week, morning, avoid START times. Rebecca will be setting up a schedule and will send that out to folks.

Preliminary Agenda for the June Retreat

Goal: To learning outcomes for the division in a way that allows departments to show their contributions to those outcomes through their departmental learning outcomes.

Frame the discussion: Larry

Working Teams

Materials to have for the day and to read beforehand: (Rebecca will provide these)

- Assessment Council initial document about learning outcomes
- 2007 ideal graduate
- Student Affairs about mission, vision, values,
- Greater Expectations executive summary
- Summary of our Students Best Work
- West Virginia model
- NASPA Learning Reconsidered (members already have this)
- OSU strategic plan (everyone should get this from the web)
- OSU vision/values (everyone should get this from the web)
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Assessment Council Retreat—Monday, June 20--Tunnison community room—8:30-4:00pm

Directions: south on 4th or hwy 99. Around Lincoln School is a street called Tunnison. Turn right off of 99 onto Tunnison. The Community Building will be on your right in a residential area. There is a parking lot on the side of the building.

Next Meeting—JUNE 8—TO MEET OR NOT TO MEET—THAT IS THE QUESTION. . . .

REVIEW OF ASSESSMENT PLAN REVIEW PROCESS

1. **Logistics** (getting the plans, working in teams, providing feedback to plan writers, etc.)
2. **Recording Feedback** (use of the feedback sheet both for comments and ratings)
3. **Use of the Rubric** (ease of understanding, clarity of terminology, etc.)
4. **Value of the process for reviewer education**
5. **Value of the process for plan developer/department education**
6. **Suggests for Process improvements/revisions**
7. **Other**

REVIEW OF ASSESSMENT PLAN RUBRIC

1. **Rating format** (1 = Beginning, 2 = Developing, 3 = Accomplished, 4 = Exemplary)
2. **Goals** (language, definitions, categories)
3. **Outcomes** (language, definitions, categories)
4. **Assessment Methods** (language, definitions, categories)
5. **Results** (language, definitions, categories)
6. **Application of Results for Improvement** (language, definitions, categories)
7. **Process Plan** (language, definitions, categories)
8. **Other**