

Student Affairs Assessment Council

Minutes

June 30, 2004

Attendance: Sheila Roberts, Jessica Heintz, Eric Hansen, Jo Frederic, Pat Ketcham, Ryan Collay, Rick DeBellis, Edie Blakley, Jodi Nelson, Rosemary Garagnani, Kami Smith, Beth Dyer, Janet Nishihara, Rebecca Sanderson, Lisa Hoogesteger

Announcements:

Rebecca met with Sabah Randhawa and Becky Johnson about the Assessment Symposium and both were supportive and willing to send out notices/invitations, etc. to OSU. They both also agreed to be on a panel to talk about the OSU strategic plan and the idea OSU graduate and assessment (I think—the program committee will work on the question we want them to answer from the panel perspective)

Rebecca has a meeting scheduled with the President to brief him about the symposium and has scheduled it on his calendar—so he can do the welcome.

Symposium Planning:

The focus of this meeting was setting up committees and making some early decisions about the symposium.

Rebecca distributed some DRAFT forms, etc. that groups could use/adapt/toss out in their planning and development of program, registration, call for programs, etc.

Rick will investigate and see if he can get us a web page for posting all our work on the assessment symposium so that everyone on the committee can see what is happening and how things are unfolding.

The name of the conference was discussed but no real decision was made about changing the name. This may be an issue for further discussion; however, the current name was endorsed by the Provost and the VP. They thought it would attract faculty attention and interest.

Committees:

1. Program Pat Ketcham, Lisa Hoogesteger, Jodi Nelson, Rebecca—ex officio, Eric--web

- a. develop the “call for programs” and get to Eric to put on the web
- b. program schedule,
- c. program presenters
- d. AV needs for presenters and communicate to AV committee
- e. get brief description of program and decide level
- f. get learning outcomes that presenters want to accomplish as part of the program description

Hospitality—combined with Program—Rick will see about coupons for lunch from the Hilton—Eric will see if Arnold will give a \$1.00 off and reserve Blue and Gold Room for those who want to do lunch there)

- a. arrange for refreshments (if we decide we want that for breaks)
- b. help speakers, get them water, etc.
- c. introduce speakers prior to every program
- d. make sure they have what they need for presentation

2. Featured speakers—Maki and Bresciani Rebecca, Beth, Rick—organizes transportation

- a. make reservations
- b. get personal services contracts completed
- c. work with them on programs and other assignments while they are here
- d. work with transportation committee around pick-up—delivery—hosting etc.

e. implement pick-up and delivery of guest speakers from airport/hotel, etc. as well as getting them to LaSells from their hotel, etc.

Pat flying into Portland on November 8 so might be able to transport Peggy or Marilee or both. Let her know about airline reservations when finalized.

3. Books and materials *Jessica and Rebecca as advisor*

a. work with publishers to get books to sell and/or order blanks for Marilee's 2 books and Peggy's book—might be others that we want to have as well??

b. make copies of any handouts needed, etc.

c. set up sales table and keep it staffed at conference

This needs to be done through the OSU bookstore. Rebecca will provide Jessica with a list of potential books to have available.

Jodi will see if the Provost will provide some dollars for purchase of books to give away or raffle.

4. Registration *Jo, Joy, Janet, Rick as liaison to Joy—Eric will manage the web registration*

a. Develop registration form (include email addresses)

b. Collect forms and develop name tags

c. Put together packets for persons who register as well as some extras—determine what we want to put in the packets—articles, etc.

d. Maintain roster of attendees with name, address, email address, maybe some demographics as well?

e. staff registration table at the conference

5. Web services *Eric*

a. work with other committees to keep webpage updated. Includes registration, call for programs and other information that we may want to post on the web

6. Evaluation *Ryan and Eric*

a. develop program evaluation form and symposium evaluation form

b. distribute and collect forms at each session and at the end

c. have a box where evaluations can be deposited

d. get results and communicate them to assessment council

e. develop ways of evaluating the entire symposium

Eric will get the evals so they can be scanned and tabulated

7. Advertising and Marketing *Kami, Ann, Sheila*

a. develop timetable for advertisements

b. develop advertisements

c. do it all without very much money—*though Eric pledged some dollars and design assistance*

d. register and set up/staff Assessment Symposium table at University Day with information and some sort of display and registration blanks

8. Vender displays *Edie, Rosemary, Rick will deal with logistics*

a. solicit venders

b. arrange for space/tables at LaSells

c. solicit sponsorship maybe??

To Do list from previous meetings

To Do Initially:

1. Define a calendar of what needs to be done by when and who is responsible.
2. Determine who we want to invite to do presentations on what?

3. Determine what we want the structure to be in terms of number of break-out sessions, plenary sessions, etc.
4. Determine if we want refreshments of any kind—what and when

Pre-conference Issues:

1. University Day: could Dr. Ray prime the pump? *Rebecca will ask.*
2. Could Larry prime the pump at the beginning of the year Student Affairs meeting? *Larry will do*
3. Could we set up a registration area for the conference with some materials, etc. at University Day? *Yes—Advertising and Marketing will arrange for thi*
4. Sending invitations to upper level administration
5. Inviting a panel of upper level administrators to talk about what we are trying to produce in terms of graduates at OSU (e.g., President, Provost, VP for Academic Affairs, VP for Student Affairs, Faculty Senate President, Chair of the Curriculum Committee, Chair of the Bac Core Committee) *(Larry suggested some of the people who put together the Ideal OSU Graduate)Rebecca is working on this.*
6. Deciding if we want to invite sponsors like TracDat, StudentVoice, others? *Yes we do and there is a committee to deal with this.*

Program Ideas:

1. Janine Trempy—College of Science—doing some work with course embedded assessment in her classes (and is willing)
2. Ken Crane—Physics—not sure if he is doing something with assessment but he has done some innovating things in teaching
3. History department—talk about their process of peer review of teaching and how they developed it—how it is working, etc. – rubrics they use if any.
4. Ruth Steihl—CCLP—Eric and others from her classes may be able to help on topic
5. Survey research office
6. Course embedded assessment
7. Jessica White and Rich Shitaku—research in Student Affairs
8. Upper level administrator/faculty panel on what outcomes we are trying to produce in students
9. Campus climate survey results
10. Library—LibQual results
11. CIRP, NSSE, FSSE, YFCY Results
12. Admissions to do something about how they have used Sedlacek's stuff and what kinds of results they have gotten
13. OSU Marketing office
14. Business Solutions Group—demo on web survey possibilities
15. Set up intentional space for reflection and conversation—maybe a guided time?
16. Janine Allen—PSU—student learning in the classroom
17. Service-learning—PSU—university studies-capstone classes
18. Becky Warner—Sociology—what they have learned, mistakes made in their first try at implementing their assessment plan (seemed willing)
19. Maybe something about assessing outcomes in the liberal arts (I have heard much discussion that this is not possible like it is in professional fields)
20. Blake—doing a paper/research on dual enrollment program

Track Possibilities:

1. Just getting started
(may be able to do this in how we describe the programs themselves—e.g., This program is especially good for those who are looking for how to get started. Or This program is designed to expand upon initial assessment efforts.)

2. Moving toward—not yet arrived

Goals for the Symposium:

2. Broaden awareness of and raise level of expertise in assessment at OSU
3. Foster a deeper understanding of assessment and the relationship to student learning
4. Engage faculty in conversation with other parts of the university that are also engaged in student learning
5. Lay a foundation for assessment partnerships
6. Showcase expertise, learning, data, improvements at OSU involving student learning and outcome assessment

Some areas of logistics needing flushing out: Likely not an exhaustive list!!

Program structure

Program content

Advertisement and marketing

Invitations

Registration

Hospitality

Invited presentations

Calendar

Displays (like Business Solutions Group, Survey Research Center, OSU Marketing, Survey Research Center, Student Affairs Assessment Council, outside vendors maybe?)

Poster sessions

Next Meeting: July 7—9-11am. First hour large group meeting and second hour committee meetings