

Student Affairs Assessment Council

January 11th, 2006, 9-10:30, MU Council Room
Agenda

Agenda:

- Review of Departmental Assessment Plans
 - Clarification of the process
 - Reviewing teams
 - Paperwork

Meeting Minutes:

- New Assessment Council member: Reagan Le who is a graduate student in MAIS and is completing a practicum covering assessment.
- Assessment Plans are due in Kerr 510 (the Office of Institutional Research) by noon on Wednesday, January 18th, 2006 (Rebecca will have someone coming by the IR office to pick-up the reports to take to Rebecca's house.
- Make sure that you fill out the "Student Affairs Learning Goals and Outcomes Grid" for your plan!
- Rebecca will be writing the accreditation report that is due on January 12th based on the reports.
- Last year, when reviewing each others departmental assessment plans, we divided the council into teams of 2-3 people who reviewed 2-3 plans. But, giving feedback to departments during the council meetings caused undue anxiety and it was difficult to review many plans during one meeting and for some departments, they did not receive timely feedback. There were also concerns with the matching of reviewers to departments that could amount to potential performance issues, etc.
- Now, it has been decided by the council that we will give feedback in a more private fashion. Rebecca will assign teams to each assessment plan (the council elected not to assign themselves to plans because of the council members that could not be present at the meeting).
- The process:
 - Rebecca will send out one copy of the plan along with one copy each of the scoring guide and rubric, along with the names of persons on your team to one member of the team.
 - This team member will then contact other team members and distribute materials.
 - The teams will then get together to discuss the plan and fill out the scoring guide.
 - The team will then set-up a time to meet with the department for which plan they are reviewing. Then meet! ☺

- By the first part of February everyone should have given feedback to the departments.
- Feel free to write on the plans, make comments, ask questions, ask for clarification of jargon, etc. Do not be critical, critique with support and offer assistance.
- The paperwork:
 - “Review of Assessment Plan”- one side is a grid (to somehow quantify the evaluations) and the other side is open ended questions. After you have provided feedback to the department for which plan you are reviewing, this document needs to come back to Rebecca. If you fall into the ‘beginning’ category, or you score an assessment plan as ‘beginning’, this is fine! The point is progression over time.
 - “Assessment Plan Review Rubric”- this defines what each number score ‘looks like’. This helps to keep consistency in feedback.
- For those departments that have an ‘04-’05 plan, you should be turning in:
 - Your completed ‘04-’05 plan (with results and decisions)
 - & Your ‘05-’06 plan (without results/decisions)
 - Please turn in two copies!!
- Remember: Pick what is important to assess because you know that you cannot do it all!
- Write in your plan how you decided to do what you are going to do (ex: our department held a staff retreat...), even if you decided not to do something.
- Why gather data if you are not going to use it?
 - If you collect lots of data for grants, etc, that is okay
 - If you collect data and there is not much change from the year before, say that in your plan. Make this as simple as possible, yet continue with high integrity.
 - But, this is your plan...