

**Student Affairs Assessment Council
Minutes
May 2, 2007**

Attendance and what they like most about spring!

Name	Department	Favorite Thing about Spring
Melissa Yamamoto	SI	Flowers and sun
Tina Clawson	RecSports	Flowering Trees
Pat Ketcham	SHS	Flowers and the fresh air
Linda Reid	SHS	Softball
Edie Blakley	Career Services	BBQ's and flowers
Jennifer Viña	UHDS	Tulips
Rosemary Garagnani	Admissions	Sunshine!
Michele Ribeiro	CAPS	Flowers
Kent Sumner	MU	Sunshine
Suzanne M. Flores	UHDS	Baseball games, horseback riding and sand volleyball
Jodi Nelson	STUAFF	Warm days
Beth Dyer	CAPS	The Sun!
Jo Alexander	SSD	Gardening
Bob Kerr	Greek Life	Baseball and walks
Jessi Lng	UHDS	Sun!
Kami Hammersmith	Student Media	Flowers and Sun
Rebecca Sanderson	Res & Eval	All of the above plus the smell of Lilacs

Summer Retreat Date

Forestry Cabin, June 27 from 8:30-5:00.

Committee: Pat, Lisa, Melissa, Beth and Rebecca as needed.

Rebecca reported that our Retreat conflicts with the CODAC Diversity Institute in Eugene (June 27, 28, 29). There was not anyone in the group planning on attending so it seemed to be a non-issue and thus the retreat will still be on June 27.

Summary of Proposed Changes to Assessment Planning and Review Process

Rebecca asked the group to go over the description below of the proposed changes to the assessment planning and review process and suggest changes/clarifications, etc. The following are suggestions for the points below:

- a. Make it clear that it is optional
- b. Write a context statement that this is a way in which departments/units can enrich their assessment work
- c. Ways to get more out of the assessment process
- d. Change cultural competency to multicultural competency.

Rebecca indicated that she would present this at a future SALT meeting—likely May 25.

1. Each department/unit will be asked to design and measure at least one learning outcome that fits with the learning areas of: 1) leadership or 2) cultural competency or 3) an outcome related to the goals of the alignment cluster to which the department/unit belongs or 4) the alignment group as a whole could submit one learning outcome and each unit in the alignment group would measure that learning outcome using multiple methods but reporting it as an alignment group.
2. Departments/units may opt-in to this change OR can continue to develop learning outcomes specific to the department/unit. If departments/units opt in, then they are expected to have one learning outcome and multiple methods used to assess that outcome. Further they

would continue that thread to the decisions/recommendations for how that information will be used for improvements in their department/unit.

3. This new expectation of departments/units would be combined with consultations/coaching sessions with departments/units and members of the SA Assessment Council in maybe August or early September so that departments/units could incorporate this new opportunity into their plans.
4. Two review cycles would be available to departments/units. Departments/units would need to notify Rebecca in terms of which cycle they wanted to use.
5. Cycle 1: Assessment Plans due September 15 and reviewed by the end of October. Cycle 2: Assessment Plans due January 15 and reviewed by the end of February.
6. SA Assessment Council members need to spend some time in developing personal relationships with those departments who do not participate in the Assessment Council. The goal of this would be to ease some of the stress of having an assessment plan review. However, one of the reviewers from the review dyad would need to have “fresh eyes” for the official review. The second reviewer could be the one with the closest ties to the department/unit.
7. Suggest that reviewers contact the people whose plans they reviewed to see if there is any follow-up needed.
8. Continue to reinforce that the reason we do assessment is to improve the student experience.

Potential topics for June Retreat

1. Assessment Plan for Student Affairs Assessment Council
2. Development of a new rubric for reviewing assessment plans
3. Follow-up from November, 06 retreat
4. Others?
 - a. The group indicated that they wanted to do a new rubric for reviewing assessment plans and that might include outcomes for each of the rubric areas like was done with the Academic Affairs rubric.
 - b. The group also wanted some time to Celebrate accomplishments and the work and collegueship of the council.
 - c. It was requested that we work in sub-groups at the retreat on some things and NOT try to do group editing!
 - e. The planning group will meet and try to take into considerations all the topic areas that we have discussed as they plan the retreat.

Web assessment plan site? Beth, Jodi, Eric—when can we put you on the agenda for a report to the group?

For the May 16 meeting we will see a demonstration and discuss pros and cons of using the web-based assessment reporting site. Jodi, Eric, and Beth have reviewed the site and will present information to us and show us the site.

Summer Meeting Dates/Frequency?

The group decided to meet once a month for the summer and Rebecca will set up those meeting dates/places, etc. There will also likely be a meeting for those folks who are reviewing plans in September.

Next Meeting: May 16, 2007 MU Council Room, 9-10:30am