

**Student Affairs Assessment Council
Minutes
March 3, 2004**

Attendance: Ryan Collay, Eric Hansen, Nita Phillips, Beth Dyer, Pat Ketcham, Jo Frederic, Edie Blakely, Jodi Nelson, Kami Smith, Ann Robinson, Katie Wilson, Kent Sumner, Rebecca Sanderson

So How Are You Doing?

This simple question led into a rather lengthy discussion of the various issues that participants are experiencing as they work on their assessment plans. Members provided suggestions, resources, etc. to each other as well as finding out that for some things, they were not alone.

Folks asked that Kent Sumner send out the web pages for the MU student employee survey that they are using. This will be sent via email.

Annual Assessment Planning

The Assessment Council decided that annual Assessment Plans will be due in September when the SA Annual Reports are due. The Assessment Plans should be an Appendix in the Annual Report—so that it can stand alone—and be reviewed by the Assessment Council without having to look through the entire annual report. This Appendix should be forwarded to the Assessment Council via Rebecca. The Council will also be working on a feedback system and a way in which to review the Plans and provide feedback to departments.

The Assessment Follow-up Reports should also be due at the time of the Annual Report. These reports would include the goal, outcomes that got measured in that year, degree to which outcomes were met, and how this information was used for improvement as well as plans for assessing the impact of the changes that are going to be made. The Council will work on a format for this reporting.

The system for feedback to departments on their assessment plan is yet to be completely finalized. However, for the April 7 Assessment Plans, Rebecca is going to pilot a rubric for rating the plans. It may be that the rubric will need revision or a complete overhaul. This rubric was sent to Assessment Council members with the Student Affairs Research and Evaluation Assessment Plan.

Discussion occurred around how to sustain this review process. At this point, the Council decided that each plan will be reviewed by a couple of people from the Assessment Council using a rubric. We would then compose a letter to be sent to each department that outlines suggestions or areas for further thought based upon our review of their plan. The Council agreed that this would be done in the spirit of increased learning both for the council and for departments and with the idea being improvement.

There was some discussion of including a department head or two in the review process but that was tabled until we get our system for review operating.

The Council met for 1 1/2 hours which was more than we had originally planned.

The next meeting is March 17 from 9-11 in MU 213 and will be focused on training about different Measurement strategies.