

**OSU Student Affairs Assessment Council**  
**Minutes**  
**December 8, 2010**

Attendance: Angela Baxter, Rebecca Sanderson, Anne Lapour, Andrea Coryell, Michele Riberio, Beth Dyer, Tina Clawson, Kami Hammerschmith, Eric Hansen, Victor Santana-Melgoza, Kent Sumner, Ann Robinson

The Council met in the Academic Success Center for some hands on training on Student Voice as a refresher and also to help to answer some questions about the new rubrics section.

- 1) Welcome
- 2) StudentVoice
  - a. Instructions- can be found StudentVoice under MyStudentVoice under the documents tab. They will be located under the Instructions for various programs heading. These documents will be in pdf format to ensure they cannot be manipulated. If there are any other documents that you think would be useful for everyone to have access to, please send them to Angi and she will get them uploaded.  
List of Documents which will be added to StudentVoice documents section:
    - Tips for Writing Mission Statements
    - Intercultural Rubric
    - Blooms Taxonomy
    - Handbook for New Members
    - Writing Learning Outcomes
    - iTouch Instructions
    - Assessment Calendar Instructions
    - Adding Documents to StudentVoice Instructions
  - b. Copy & Paste function  
We went over the copy and paste function in StudentVoice. If you need help with this function contact Rebecca or Angi and we can probably walk you through it on the phone or if needed will schedule a time to come to your office and show you how to do it.
  - c. Rubric function  
We went over this function as well. If you need help with this function contact Rebecca or Angi and Angi will schedule a time to come to your office and show you how to do it if it cannot be resolved on the phone.
- 3) Next Meeting:

**January 12, 2011**  
**9-10:30**  
**MU Council Room**