

Student Affairs Assessment Council

Agenda

September 15, 2004

Attendance: Lee Ann Baker, Cori Hall, Eric Hansen, Pat Ketcham, Susie Leslie, Gina Shellhammer, Mina McDaniel, Barbara Cormack, Jo Frederic, Jessica Heintz, Kami Smith, Ann Robinson, Kent Sumner, Rick DeBellis, Rebecca Sanderson

Meetings for Fall Term and beyond:

The group decided to go to Thursday from 9-11 for our meetings for Fall Term or at least until the symposium is concluded. Rebecca will get dates and rooms set. The dates are:

Wednesday September 29 9-11am MU 110

Thursday October 14, 2004 9-11am

Thursday October 28, 2004 9-11am

Thursday November 4, 2004 9-11am (hold in case we need this extra meeting)

Student Learning and Assessment Symposium November 9-10, 2004

Thursday November 11, 2004 9-11am

Thursday December 2, 2004 9-11am

Thursday December 16, 2004 9-11am

Symposium Planning:

Any Committee Reports:

- 1. Program**—coming along and near completion. They expect to have all sessions confirmed by next week
- 2. Featured speakers**—nothing new to report—some discussion about getting the featured speakers an OSU umbrella as a gift. Jodi will look into this.
- 3. Books and materials (including annotated bibliography)**—the bookstore has ordered 26 copies of all the books we wanted them to order. They will manage the sale, etc. We have one set for the “give away” events. They will need an 8 ft table to work from and likely someplace to store the books overnight.
- 4. Registration**—To date 75 people have registered. There was some discussion about Mina sending specialized invitations to key faculty groups or individuals inviting them to attend. There is a reasonable mix of folks but very few (if any) from the liberal arts.
- 5. Web services**—things seem to be working fine
- 6. Evaluation**—Cori and Eric presented the work that they have been involved with around the goals/outcomes and then constructing an assessment tool to measure those. There was some discussion and suggestions for revision which Pat, Rebecca and Mina will work on and bring to the council for another review.
- 7. Advertising and Marketing**—Kami showed us the display board for University Day and got some folks to sign up for times. Anyone who can help out at this table is very welcomed. Also, she brought the buttons that Kent will get his crew working on putting together. These should be available soon. There is also a plan for an article in OSU

Today as well as some other advertising and special invitations. The Program committee will also be sending confirmations to presenters along with an invitation to participate/attend the conference as well.

Jessica and Jo indicated that they had students who could deliver flyers and stuff faculty mailboxes the first or second week of school—so that will also happen.

8. Vender displays—seems that there is no one confirmed yet for this. The committee is still working on it.

Other?

Rebecca expressed some need to get a handle on the logistics of AV equipment needed, tables in the foyer, etc. and other details for LaSells. Thankfully Rick and Ann assured her that it is all very do-able and that LaSells responds pretty fast about this stuff. Yea!

Next Meeting: September 29, 2004 9-11am in MU 110 Hope to see you there.