

**Student Affairs Assessment Council
Agenda
June 13, 2003**

Attendance: Ann Robinson, Kami Smith, Jo Frederic, Rebecca Sanderson

Announcements: Larry has agreed to bring in Marilee Bresciani for a workshop this fall. It will likely be sometime the last week of October. As soon as they set a date, we will be able to work on the agenda, arrangements, etc.

Also, if folks want, we can do some follow-up workshops over the course of fall and winter terms around specific assessment topics—leading to the development of assessment plans for all departments. Rebecca has been working on these topics/workshops.

Jo and Kami reported on a workshop that they had attended this week with Student Involvement regarding assessment and the development of outcomes. Both agreed that it was a worthwhile workshop. They expect to get the results of the work and will share with the Assessment Council.

Rebecca shared two resources on Survey/Questionnaire Assessment—sort of how to books:

Suskie, L.A. (1996). Questionnaire survey research: What works (2nd ed.). Association for Institutional Research. This resource can be ordered on the web page for the AIR. Cost: about \$20

Salant, P. & Dillman, D. A. (1994). How to conduct your own survey. New York: John Wiley & Sons, Inc. Cost: about \$27

(I'd recommend just getting one of the above. I personally like the Suskie book but both are good. Eric uses the Salant book in the CSSA Assessment class.)

Audit Form

The group talked about the audit form and have shared it with their department folks. Most felt like it was a good beginning guide—and should remain open to adaptations, etc. as we move along.

The remainder of the agenda was tabled until our next meeting in hopes of a larger attendance.

Mission/Goal Conversation-

Common elements or outcomes that we want as an entire division.

Next Meeting: July 9—10:30-noon Hawley Conference Room

Will begin with the Mission/Goal Conversation