

**OSU Student Affairs Assessment Council**  
**Minutes**  
**April 29<sup>th</sup> 2009**

Attendance: Angi Baxter, Kerry Evans, Kami Hammerschmith, Jodi Nelson, Claire Bennett, Jo Alexander, Pat Ketcham, Melissa Yamamoto, Kent Sumner, Rebecca Sanderson, Beth Dyer, Ann Robinson, Larry Roper, Michele Ribeiro

- 1) Larry Roper- 9-9:45
  - a. White paper conversation with SALT team is on June 24<sup>th</sup> from 1-3pm—more details later
  - b. How do we present the white paper?
    - i. The white paper was very helpful, the justification stage is the developmental stage and development is many times activated by an incident created in one's life. We could use the data that we generate from our assessments in a way that's more than justification; the data could create the incident that will propel further learning within the departments.
    - ii. We will provide the white paper to SALT members prior to the June 24 meeting with an email explaining that it will be a conversation topic at the mtg.
    - iii. The narratives were very powerful; they help connect the theory to the practice. They provide individual learning and now we need to focus on organizational learning, highlight the struggles of the departments.
    - iv. It may be helpful to create guiding questions to assist the dept heads in bringing this discussion about assessment back to their departments. Questions focusing on where the departments are in actuality, the psychological/feelings level, and the functional level. We can ask people to do sincere and honest self-assessment about their departments making sure to be aware of our language to ensure that this process is about learning and not about pointing fingers.
    - v. Give a charge to the department heads to have these conversations in their departments, send the questions we develop with them to discuss in their departments then have them bring the results back in a follow up meeting or in a brief write up about their discussions—due in the fall
    - vi. The narratives have consistent themes running through them and demonstrate where the learning has been and where learning is continuing
    - vii. Our second white paper could focus on the narratives of the departments as a collective
    - viii. We get the departments involved by asking them specific questions about their stories of assessment
  - c. What is our role as a committee? How can we support the departments, what can we offer the departments who have not been as engaged with assessment up to this point? How can we help them be successful?
    - i. There is a continuum of where people and departments are at in regard to assessment, things that they do well, things that need improvement. Doing a needs assessment allows for departments to address both the positive areas and their challenges. Looking at these reflectively and come up with a plan to address these needs should be the focus of our

discussion. We do not expect everyone to know how to do assessment and this must be acknowledged. We must also be conscious about the language we use in how we set up the conversations.

- d. Planning meeting for SALT conversation
  - i. We will be forming a group of individuals to meet to discuss the conversation set up
    - 1. Ann (after May 15<sup>th</sup>), Pat, Beth, Jodi & Jackie will meet with Larry and Rebecca
    - 2. Jodi will determine when Larry is available and we will work with his schedule
    - 3. Send your schedules to Angi and she'll schedule the meeting.
  - ii. Tom, Michael and Jackie are willing to support the conversation and tell their story for the departments during the SALT meeting. They can discuss the ways assessment has assisted their departments.
    - 1. After the SALT planning meeting and we have our direction, we could give the white paper to Tom, Jackie and Michael so they can prepare.
- e. Other members of the council can come to the SALT meeting and maybe we could break up into small groups to help get the conversation going with the department heads. We can talk about this more during our retreat.
- f. When should we give the white paper to the depts.?
  - i. Give to them prior to the SALT meeting with a "set up" note about how this will be used in the SALT meeting.
- g. The white paper will be presented at the NASPA conference in May. There will also be break-out sessions during the conference by various members of the council. We are getting a lot of support from NASPA to go to the conference which is great.
- h. We really need to be conscious of our language and what we do with the needs assessment and feedback from the departments.
- i. We also need to look at how we invite new people to the council, we need to reach out and talk about our community that we've created.

## 2) Retreat Planning

- a. Maybe we should reflect on how to reach out during the retreat. What has worked well, what hasn't worked well in the council.
- b. Larry will be at the retreat from 10-1 and that's when we can talk more about the plan for the SALT meeting. We need to figure out what are the roles of the people from the council and who will be at the SALT meeting. This is where we can flush out the small groups for the SALT meeting
- c. Do we want to have a report out about things we have learned from our assessments, conferences we have presented at and things we've learned from the conferences, anything we want to present or share.

## 3) How do we involve more people with the council, what to talk about in that recruitment

- i. One thing we could look at is getting smaller departments to work together at regularly scheduled meetings, possible in your same alignment groups.
- ii. Assessment council members could also meet with people who are not on the council to help them get more involved or understand assessment better.

- 4) Lisa Leventhal- 10-10:30
- a. New IRB Compliance Administrator would like to meet us to get a better understanding of the types of research that we conduct and the proposals that we submit to IRB
  - b. We all introduced ourselves and talked about our experiences with IRB
  - c. Questions about when departments need to through IRB were addressed. More specifically we discussed having surveys in the classroom and how research can be done in classrooms during class time but not by the instructor as they have control over the students grades. Also the registrar's office is connected to allowing research in the classroom which is confusing and may need to be addressed. Rebecca and Lisa have worked together limitedly and it was a very good experience. Lisa wants people to know that she is here to help make IRB a pleasant experience and asks for people to contact her with any questions and concerns.
- 5) Next Meeting:

**May 13<sup>th</sup> 2009  
9-10:30  
MU Council Room**

**Only two meetings left—May 13 and May 27**

**June 10 meeting is cancelled**