

**Student Affairs Assessment Council  
October 5, 2005**

**Minutes**

**Attendance:** Jodi, Rick, rosemary, Lisa, Jo, Beth, Kent, Bob, Kristy, Kami, Ann, Edie, Larry, Rebecca and two potential new members. Rick brought two graduate assistants to the meeting Erin and Katlyn who may be joining us.

**Announcements:** Rebecca announced that she had accepted the interim director of institutional research position which will be half-time until a search is completed for the full-time director. Thus, she will reduce her duties in student affairs to half-time as well. Her intent is to continue to support the work of the Assessment Council and the various council initiatives. Other duties may be taken over by a part-time person—yet to be determined.

**Our role at the Division meeting – October 11:**

We will have a key role in the division meeting on October 11. Larry will facilitate introductions of new staff and will also provide some opening remarks as well as do the set up for the Assessment Council part of the program.

The remainder of the meeting was focused on the development of the agenda and assignment of specific duties for the event.

Rick will develop and print posters with definitions

Rebecca will get information for tables and will print brochure and forms

Rebecca will put together a powerpoint program if people will send her what they want to use in their parts and will get cards for tables

Jodi will take care of equipment and set up

Since a variety of people are working on this, particular documents, will be forthcoming in other formats between now and the time of the Division meeting.

A tentative agenda follows these minutes.

Also it was suggested that we invite Mina, Gina, Susie, and Leslie Burns to join us at the Division meeting if they are interested. Rebecca will do this.

**Next Meeting:** October 19, 9-10:30, MU Council room

**Student Affairs Fall Division Meeting  
October 11, 2005**

<b>Context and Opening Remarks</b>	Larry
<b>Orientation and First assessment</b> Council history Charge Work to date Outcomes for this session Cards on table for question/answer	Lisa
<b>Introduce Terminology and Model</b>	Rebecca
<b>Model</b> —pp slide	
<b>Mission</b> Eric	
<b>Goals</b> Jo	
<b>Outcomes</b> Rick	
<b>Assessment terminology reinforce</b> Service Outcomes Learning Outcomes	Rebecca
<b>Student Affairs Learning Goals</b>	Rebecca
Our work and purpose of it The goals and the form	Handout the Learning Goals Hand out the worksheets
Instructions to tables:  1. Each table has a learning goal on it 2. Group to come up with 3 learning goals that pertain to that goal and that represents the departments at the table 3. These will be shared with the group 4. You have 10 minutes to do this task	
Each table to share one learning outcome	Rebecca facilitate and Lisa type
Offer feedback on the learning outcomes	Gently and with support!!!
<b>Feedback to Assessment Council</b> —1 minute paper	Who?
1. What have you learned today 2. What do you need to learn more about 3. What are your next steps 4. What do you need from the Assessment Council	

## **Resources for Learning More**

Rebecca

1. Contact departmental assessment contact and volunteer to help
2. Use the Assessment Council members for consultation
3. Join the Assessment Council for your own professional development
4. Use your reflection on what you need to learn more about

Assessment Council will use your responses to guide our educational efforts to help each department and each person in the division to progress on their educational and assessment responsibilities.

**Last**—how we are changing lives through our educational efforts in Student Affairs—

Kristy  
Kent  
Eric  
Rick  
Jodi

## **Last Assessment and Closing**

Lisa