

## **Student Affairs Assessment Council**

### **Minutes April 18, 2007**

**Attendance:** Jessi Long, Kent Sumner, Tina Clawson, Melissa Yamamoto, Jo Alexander, Bob Kerr, Rebecca Sanderson

#### **Summer Retreat--confirmation**

Forestry Cabin, June 27 from 8:30-5:00.

Committee: Pat, Lisa, Melissa, Beth and Rebecca as needed. Others??

#### **Debrief Review Process, Continued**

##### ***Review of Last Meeting Discussion***

1. The discussion to date: It was suggested that we ask every department/unit to design and measure one learning outcome that fit with the themes of: 1) leadership or 2) cultural competency or 3) outcome related to the alignment cluster that the department/unit is in. The emphasis would be on departments/unit opting in to participate in this way with their assessment planning process. Further, we would stress that departments/units would use one outcome, multiple methods to assess that outcome and continue that thread to decisions/recommendations and how the data would be used in their department/unit.

This new expectation of departments/units would be combined with consultations/coaching sessions with departments/units in maybe August or early September so that departments/units could incorporate this into their plans.

The group also tossed out the idea that there could be a fall review process for those who wanted their plan actually reviewed in the fall and then a winter term review process for those who preferred their review be during the winter (typically those whose planning cycle is a calendar year instead of a fiscal year). Departments/units could opt for either of the two review times.

2. Other areas that were discussed in terms of the review process had to do with people not liking to have their plans reviewed or the level of anxiety that some departments have about it. This feedback seemed to be related to whether or not the unit/department was in attendance at the Assessment Council meetings where relationships have developed.

It was suggested that we set a better context for the reviews and that maybe we need to spend some time in developing personal relationships with those departments who do not participate in the Assessment Council.

The group was asked if they were willing to commit to the time to develop these kinds of relationships. People were asked to reflect on this and to think about it for the next meeting.

#### ***Discussion from current meeting***

The group discussed several areas and determined the following:

1. For the review process it is good to have at least one set of "fresh eyes" to review the plan. The second reviewer could be the one with the closest ties or the department's liaison.
2. The group liked the idea of having two times for reviews and departments could opt for whichever one they wanted; however they had to notify the council in terms of which cycle they were going to use. Cycle I would have plans due by September 15 and

reviews conducted by the end of October. Cycle 2 would have plans due January 15 and would have them reviewed by the end of February.

3. Suggest to departments and give them the option of choosing something and following it all the way through to decisions/recommendations—but not require this. Could also offer that plans could be done by an alignment group around what that group is doing in terms of outcomes.
4. Suggest that reviewers contact the people whose plans they reviewed to see if there is any follow-up needed.
5. Reinforce that the reason we do assessment is to improve the student experience.

### **Review of Rubric**

Do we want to develop a different rubric to use with plans so that we can continue to try to standardize some of our feedback, etc.?

Rebecca distributed copies of the rubric and cycle being used by Academic Programs with faculty. Many thought this was a great idea to include our outcomes, methods, etc. in a very visible way to departments. It was suggested that this could be part of the retreat in June: to develop our learning outcomes, rubric for reviewing plans, etc. The group wanted to continue to look at this as a possibility.

**Web assessment plan site?** Beth, Jodi, Eric—when can we put you on the agenda for a report to the group?

**Next Meeting: May 2, 2007 MU Council Room, 9-10:30am**