

**Oregon State University
Student Affairs Assessment Council**

**Agenda and Minutes
October 1, 2003**

Attendance: Pat Ketcham, Jo Frederic, Kami Smith, Ann Robinson, Eric Hansen, Edie Blakley, Beth Dyer, Rebecca Sanderson

Discussion:

Meeting with Student Affairs Department Heads Group

Explaining to them what we want them to do with the SA Questions document and how to report results.

Overview of Student Affairs Department Heads group meeting about our work. Basically the department heads were supportive and thought we had a good beginning. There were some comments about areas that they felt needed to be on the survey as well as wanting some directions to set the context for the first two questions. I invited any of them to send comments, suggestions, for the next iteration of our survey and also invited departments to have representation on the council. There were some questions about how Enrollment Management fit into this set of survey questions and my response was that we had not really considered them when the bulk of this work was being done. But, that we do want someone from their organization on the council in order to provide a fuller perspective of the workings of the division.

Also, department heads suggested some instructions to precede questions 1 and 2. I will be drafting this and sending it out to them so that it is standardized. I'll also forward to you.

Do we want to add some service-type questions that all departments should be asking as well? Postponed to next meeting

Marilee Bresciani visit: Tentative Schedule, Luncheon menu, logistics??

Group discussed menu items and schedule. No real changes suggested. Will be presented to department heads group as well. Please get on your schedule the dates, times, locations. We will have a 2 hour luncheon with Marilee on the second day of the conference. I will need confirmation of attendance for catering. We may also want to take some time to think together about what we want from our meeting with her.

Manuscript review/editing, etc.

Rebecca will complete the introduction, methodology, and results section and then provide to Assessment Council membership for editing, questions, insights, etc. to be included in the Discussion section of the report. Rebecca should have this part completed in the next week and will provide it to members via email. The document should not be used or shared until such time as the final product is published. All members will receive a copy at that time.

Next Meeting:

Oct 15, in Hawley Conference Room--9:00-10:30am. At this meeting we will have a demonstration and discussion about the card swipe system that some departments have expressed interest in.

Tentative Schedule for Marilee Bresciani

November 12
MU 208

8:30-11 am Overview of Assessment

11-12 EOP (Educational Opportunities Program)

Noon-1:00 Lunch

1:00-2:00 Dean of Students
Student Involvement
Student Conduct
Greek Life

2:00-3:30 Enrollment Management
(Registrar, Student orientation and retention, Admissions,
SMILE—a pre-college science and math program, Financial Aid)

3:30-5:00 UCPS—SHS-

November 13
MU 211

8:00-9:00 Rec Sports

9:00-10:00 UHDS

10:00-11:00 MU—Student Media

11:00-12:00 MEO—CAREER SERVICES

12:00-2:00 Lunch with SA Assessment Council **MU 109E**

2:00-3:00 SSD

3:00-5 Academic Programs