

**Student Affairs Assessment Council  
Agenda  
October 11, 2006**

**Attendance:** Eric Hansen, Melissa Yamamoto, Tama Bolton, Linda Reid, Kent Sumner, Rick DeBellis, Tina Clawson, Beth Dyer, Michele Ribeiro, Edie Blakley, Lisa Hoogesteger, Rebecca Sanderson

**Assessment Council Retreat: November 3 Update?** It was requested that Rebecca reinforce at the SALT meeting that directors should send both the email that Jodi sent them about the survey as well as their encouragement for staff to complete the survey even if they don't have a lot of knowledge about assessment. Rebecca indicated that she would do that. Also Assessment Council members will be getting an email to RSVP if they are planning on attending the retreat so that we can get a good count for catering, etc.

**CIRP Replacement Survey: Update?** The committee reported that they are looking at some unifying themes upon which to build the survey rather than just having a group of questions. Also, they are going to recommend a cycle of assessment for incoming students that likely will include the BSSE with is a companion piece to the NSSE but is for entering students.

**Assessment Plan Reviews:** Rebecca provided the **TENTATIVE** assignments and schedule for the review of assessment plans in February, 2007. She asked that members take a look and let her know of any conflicts that might be there. Edie, requested that her sessions be moved to the end of the month because of Career Fair and NSE responsibilities that fell right in the middle of her scheduled review assignments and times. Rebecca indicated that she would change these to later in the month.

Any other conflicts should be emailed to Rebecca and she will make the changes. There will also be another opportunity to look at this in the next council meeting at the end of October. Also, if anyone would like to do more than 2 reviews, please let Rebecca know as she is scheduled for about 5 reviews and would welcome volunteers!

**Tentative Assignments for Assessment Plan Review-January/February 2007**

<b>Date/Time for Review</b>	<b>Unit</b>	<b>Reviewer</b>	<b>Reviewer</b>
<b>TBA</b>	<b>EOP</b>	<b>TBA</b>	<b>TBA</b>
<b>Feb 20-Tu 9:00am</b>	<b>Services for Students with Disabilities</b>	<b>Kent Sumner</b>	<b>Suzanne Flores</b>
<b>Feb 20-Tu 10:00am</b>	<b>Minority Education Offices</b>	<b>Ann Robinson</b>	<b>Eric Hansen</b>
<b>Feb 20-Tu 11:00am</b>	<b>Recreational Sports</b>	<b>Ann Robinson</b>	<b>Rebecca Sanderson</b>
<b>Feb 20-Tu 1:00pm</b>	<b>Women's Center</b>	<b>Barbara Cormack</b>	<b>Rebecca Sanderson</b>
<b>Feb 21-W 1:00pm</b>	<b>Financial Aid and Scholarships</b>	<b>Beth Dyer</b>	<b>Rosemary Garagnani</b>
<b>Feb 21-W 4:00pm</b>	<b>VP for Student Affairs</b>	<b>Beth Dyer</b>	<b>Jessi Long</b>
<b>Feb 21-W 3:00pm</b>	<b>Housing and Dining</b>	<b>Bob Kerr</b>	<b>Linda Reid</b>

**Tentative Assignments for Assessment Plan Review-January/February 2007 (continued)**

<b>Date/Time for Review</b>	<b>Unit</b>	<b>Reviewer</b>	<b>Reviewer</b>
Feb 21-W 2:00pm	Student Media/Peace Jam	Edie Blakley	Lee Ann Baker
Feb 22-T 9:00am	Registrar's Office	Edie Blakley	Rebecca Sanderson
Feb 22-T 10:00am	Memorial Union	Eric Hansen	Tina Clawson
Feb 22-T 11:00am	Counseling & Psychological Services	Jo Alexander	Suzanne Flores
Feb 22-T 4:00am	Student Conduct	Jo Alexander	Rebecca Sanderson
Feb 23-F 9:00am	SOAR	Jodi Nelson	Tina Clawson
Feb 23-F 10:00am	Greek Life	Jodi Nelson	Melissa Yamamoto
Feb 23-F 11:00am	Career Services	Lee Ann Baker	Kami Hammerschmith
Feb 26-M 9:00am	Student Involvement	Lisa Hoogesteger	Jessi Long
Feb 26-M 10:00am	Partnership Programs	Lisa Hoogesteger	Kami Hammerschmith
Feb 26-M 11:00am	Diversity Development	Melissa Yamamoto	Linda Reid
Feb 27-Tu 1:00pm	LGBT Services	Michele Riberio	Rebecca Sanderson
Feb 27-Tu 2:00pm	Dean of Student Life	Pat Ketcham	Rick DeBellis
Feb 27-Tu 3:00pm	Admissions	Pat Ketcham	Michele Riberio
Feb 27-Tu 4:00pm	Student Health Services	Rick DeBellis	Kent Sumner
Feb 28-W 9:00am	Research and Evaluation	Rosemary Garagnani	Bob Kerr

(note those highlighted in yellow did not submit a plan last year so assignments are tentative depending on plan submission)

**Other:** Several other issues involving the review process were also discussed and will be addressed in the training and update on conducting the reviews. They included:

- Send the review rubric out to department heads and assessment council members so all know what is expected in the reports
- Make two rating sheets for each plan (one for the full plan plus results and the other for the new plan only).
- Develop written instructions about what gets turned into whom after the review

**Next Meeting  
October 25, 2006 9-10:30am  
MU Council Room**