

**Student Affairs Assessment Council**  
**Agenda**  
**May 24, 2006**

**Attendance:** Kent Sumner, Suzanne Flores, Bob Kerr, Pat Ketcham, Rick DeBellis, Melissa Yamamoto, Lisa Hoogesteger, Kami Hammersmith, Ann Robinson, Eric Hansen, Gina Shellhammer, Susie Leslie, Linda Reid, Edie Blakley, Rebecca Sanderson

**Debrief of the peer review process for Assessment Plans. What have we learned? How do we feed data back into the system so we can share our learning?**

A very rich discussion of our learning, experiences, suggestions, etc. occurred. Most believed that the peer review process was a good one and was beneficial to learning. Most felt like the process worked better this year and that having a discussion with folks involved in working on the plans was very beneficial.

Suggestions for improving the process included:

- Set a firmer timeline for the review and inform everyone ahead of time when their review will take place
  - Plans due Jan 15
  - Review from assessment council teams happens from Jan 15 to Feb 15
  - Review with departments and assessment council team happens the week following Feb 15
  - Dates, times, locations for the review meetings are set well in advance so that people can get them on their calendars (like set the dates/times, etc. in November)
  - Reserve rooms in MU to the meetings to occur and set a schedule for teams and groups to be reviewed.
- Offer a workshop in Mid-November before plans are due. Make it a combination presentation of some good assessment plans and a work session with tutors. Use the Leadership Center—both rooms.
- Offer a work party in the Academic Success Center Computer Lab the week after finals and invite anyone who wants to work on their plans to assemble there for help, support, suggestions, etc. for improving plans and making them workable.
- The group also agreed that:
  - Moving around and seeing different plans is good though it might be helpful to have one person on the team who is familiar with the department or the plan (like reviewed it last year)
  - Have folks turn in 3 copies of their plan so that reviewers don't have to make copies

A further discussion occurred around what our focus for plans really is: The group agreed that we are really hanging our hat on Learning Outcomes thus we want every plan to have at least 2 learning outcomes that they are going to measure in a year. Other operational/business outcomes may be on the plan but we want actual learning outcomes that departments are actually going to measure.

We also agreed that our ultimate goal in all of this is to bridge between the academic side of OSU and the student affairs side of OSU around student learning in an effort to improve the overall student experience.

The group also discussed how we might find ways to share our findings in a better way. Several ideas emerged but for now, we agreed to present data to the group much as we did during this year—at assessment council meetings.

### **Discussion of assessment language revised by the University Assessment Council**

The University Assessment Council has in essence adopted the student affairs language of assessment. They have however made some wording changes. The group reviewed the changes and discussed mostly how we want to define learning outcomes and operational/business outcomes. Rebecca was asked to send some language to Susie and Gina to better articulate what we mean by operational/business outcomes. There was some discussion about whether we even want to put operational/business outcomes in the plan/language and it was agreed that if this is a document for all of OSU that it is probably necessary to have some operational/business outcomes in there since that is where many departments start with assessment.

The Student Affairs Assessment Council will review the language one more time (June 7) before it goes to the University Assessment Council on June 9. Hopefully we can agree to language so that it can be loaded onto the software system for publishing and keeping track of assessment plans. This software system is ready to go and use as soon as the definitions are loaded.

So, we may be able to use the system very shortly!!

### **Do we want to be a part of the Student Affairs Awards? Like develop a permanent sort of Assessment Award?? For what, process, etc.?**

This item was postponed until our June 7 meeting.

### **A Review of What is next for us as the Assessment Council?—Review from Previous meeting**

- a. **Developing a replacement survey for the CIRP for next summer?** The group agreed that this would be a worthy project since we are getting more and more questions for the CIRP that we do not have adequate space for. Rebecca reported that the SOAR office is interested as are the Academic Advisors.
- b. **Better implementation of our learning outcomes? What would that mean and what would it look like?** The group talked about this and decided that we might need some additional training on how to better write these kinds of outcomes and also how to better measure them. It was suggested that we try to bring in someone next year to work with the Council and other units in student affairs on writing and measuring learning outcomes in Student Affairs. Rebecca and others are going to investigate who that might be.
- c. **Setting of our assessment council agenda as this year winds down and we begin to think about the summer and next year.** We began to set this agenda in the two items above and believe that will benefit us and the Division in our efforts to

- increase capacity and to better implement learning outcomes that align with our learning goals.
- d. **Summer Schedule** The group decided to meet once per month during the summer. We have dates set for June and Rebecca will set up dates for July, August and September.
  - e. **Debrief of the peer review process for Assessment Plans. What have we learned?** We will debrief the peer review process for Assessment Plans at our next meeting—May 24 from 9-10:30. Members are asked to think about the process, what worked, what didn't, and how we can improve the process. This will be an important part of our own assessment and continued learning and improvement.

**Next meeting: June 7 from 9-10:30. MU Council Room**

**Last meeting until July**