

**Oregon State University  
Student Affairs Assessment Council**

**Minutes  
May 19, 2004**

**Attendance** Kent Sumner, Beth Dyer, Jodi Nelson, Pat Ketcham, Ann Robinson, Rebecca Sanderson

**Fall Symposium Discussion**

**Who**—The group discussed various folks to bring in and decided to pursue both Peggy Maki and Marilee Bresciani. Additional OSU faculty may also be invited to submit programs or provide specific workshops. This will be discussed later. Rebecca will contact both Peggy and Marilee to determine availability.

**Timing**—After much discussion, the group determined that they would like to have the symposium sometime between October 18 and November 8. The preference was mid-late October. Check calendar to see that we avoid major other university events. Rebecca will do this.

**Length of Time**—the group thought that 1.5 or 2 days with either a TH-F or a W-Th preference.

**Location**—LaSells, the MU, and the Alumni Center were all suggested and all had pros and cons. Pat is going to check on availability and costs of facilities which may determine location. The group believed that we needed a room to hold at least 100 people for keynote. The Leadership Center might work but could be too small to accommodate all which potentially could come. Decision will be based upon availability and how we can develop the schedule in terms of needs (number of rooms, av ability, etc.) Other suggestions welcome!

**Format**—The following are a list of ideas and points that the group thought important as we develop the program and format for the symposium. They are in no particular order as we still need to work on this part.

- Build around tools that we can use
- How to find time or make time to do assessment
- Have at least two tracks—new learner and intermediate learner
- Have session to get everyone on same track with common language
- Make sure we cover fundamentals
- Have a call for programs so that we can also provide some workshops as well as faculty at OSU who may have something to share with others in terms of assessment
- Make sure that we schedule some separate time for the Assessment Council to interact with Peggy and Marilee
- Don't get into doing a luncheon as it is a headache and can take way too much time and money
- Have some sort of a hospitality room where people could gather to talk and have a cookie—also display some poster info about our assessment efforts
- Have a keynote and then some plenary sessions as well as break-out sessions
- Try to find some faculty partners to help sell this to faculty

Potential layout of the symposium program (thanks to Lisa's organizational skills!)

Day 1	Target Audience	Day 2	Target Audience
SA Assessment Council	SA Assessment Council	Plenary:	Everyone
		Breakout sessions (2-3)	Could have beginner tracks here
		Plenary:	Everyone
Keynote	Everyone (beginners and advanced)		
Lunch	On your own		
Breakout sessions (2-3)	tracks	Breakout sessions	tracks
Plenary: A Common Language or Getting Started	Everyone (especially beginners)	Open time with consultants for q and a	Everyone
Breakout session (2-3)			

**Tasks before next meeting**—Rebecca will contact speakers and see about their schedules, fees, etc. Pat will check about space and costs. Rebecca will let Larry know about plans and work with him about a budget.

### Next Meeting

June 2, 9-11am MU 213—see you there! Also we will need to set up times for meetings for the summer.

If you cannot be at this meeting, please send me your best times for days/times for summer. I realize that there will be vacations, etc. but we will just carry on with those who can be there. Hopefully we can get a day/time that most everyone could be there unless on vacation.