

# Student Affairs Assessment Council

## Minutes

July 27, 2004

**Attendance:** *Kent Sumner, Jodi Nelson, Barbara Cormack, Cori Hall, Eric Hansen, Sheila Roberts, Janet Nishihara, Kami Smith, Rosemary Garagnani, Mina McDaniel, LeeAnn Baker, Annette Martel, Lisa Hoogesteger, Gina Shellhammer, Rebecca Sanderson*

**Introductions:** *LeeAnn Baker and Annette Martel joined us this week. Since we have had several new members in the last few weeks, each person also introduced him/herself. Welcome to all the new members!! Feel free to jump right in and offer insights, suggestions, etc.*

**Symposium Planning:** *It was suggested that we still need to discuss goals and outcomes desired for this symposium. That will model to others the process and also allow us to collect some assessment data about how well we met our outcomes. August 4 we will do this. In the meantime, please think about the desired outcomes. Reference the goals that the SA Assessment Council developed in an earlier meeting.*

### Committees:

**1. Program** *Pat Ketcham, Lisa Hoogesteger, Jodi Nelson, Kent Sumner, Laurie Bridges, Rebecca—ex officio, Eric--web*      **Hospitality—combined with Program**

*The program committee presented a proposed program format and also had some questions that they wanted input into for their planning. Those documents will accompany this set of minutes. The group provided feedback that the committee will consider in its next meeting.*

**2. Featured speakers—Maki and Bresciani** *Rebecca, Beth, Rick—organizes transportation*  
*Rebecca has talked with both Peggy and Marilee and confirmed with them what we will want of them. Notice in the draft program schedule the plenary topics and other activities we are asking of them.*

**3. Books and materials (including annotated bibliography)** *Jessica and Rebecca as advisor*

*Rosemary reported that she had not found an annotated biography. Rebecca is going to search through her stuff. It was also decided that we would post a biography on the web (if found) and that we would post the names of books that we have available for sale at the symposium. Jessica had reported at the last meeting that the bookstore is working with publishers to have the books available for sale at the symposium.*

**4. Registration** *Jo, Joy, Janet, Rick as liaison to Joy—Eric will manage the web registration*

*Eric is working on the registration format for the web as well as the form. He is planning on having something workable by the end of next week. Suggestions were given to him about the web as well as about the pre-assessment of registrants.*

**5. Web services** *Eric*

*Eric showed us the web page he was designing and the topics that will be posted. The web page will be available off the SA main web page.*

**6. Evaluation** *Ryan and Eric*

*This group will develop assessment instruments (e.g., pre-test, conference eval, session eval). They need us to do outcomes related to our goals so that they can formulate.*

## **7. Advertising and Marketing Kami, Ann ( out for summer), Sheila**

*Kami reported that they are looking at email, OSU This Week, Barometer ads, mailers, University Day table. University Day is September 21 from 8:30-10:30.*

## **8. Vender displays Edie, Rosemary, Rick will deal with logistics**

*This committee has worked with Bob Bontrager to figure out a payment schedule and what vendors will get for what price. The price tier is as follows:*

*\$250—a table*

*\$500-a table and a specific presentation time in the program*

*\$750-a table, specific presentation time, and company name splashed on the advertising, program, etc.*

*No commitments have been made or commitments established.*

**Next Meeting:** August 4—9-11am—MU 110. Hope to see you there.

August 18 meeting will be devoted to departmental assessment plans and reporting of results as there were some questions about that.

## **Notes and handouts from Program Committee given out at the Meeting**

### **Student Learning and Assessment Symposium**

We want to invite specific presenters rather than a “call for programs”. We want each presenter to clearly state the outcome of their session and who it’s appropriate for (this was modeled well at NCState).

We have certain expectations about the titles of the sessions and what we need to put in the program. We want them to be:

- ⊙Short
- ⊙Relevant
- ⊙Sexy
- ⊙Outcome oriented

We discussed having at least two identified “user or target groups”

1. Those who are less experienced in assessment and want basic information.
2. Those who have assessment experience and want more technical information or to learn about others work.

This would be used in program descriptions of who each session is best for.

We discussed three themes for each program time block. We have 3 possible time blocks and at each block, there’d be a choice of three options or themes.

#### 1. University Wide focus

- CIRP, NSSE – target an area of interest related to teaching or learning (study habits, faculty/student interaction,) R Sanderson
- Best practice Housing/Eric
- Diversity; how to measure its impact Terry Ross

#### 2. Technology and Methods

- Survey Research Office
- Business Solutions Group: What they offer, how to use services, basic info.

- Vendor Presentation
- Virtual Lab – Charles Grisham from University of Virginia, presented at NCState

### 3. Academic Focus – How is learning measured in the classroom?

- Education Ruth Stiehl
- History Dept. – Peer Review process
- College of Science - Janine Trempy
- Best practices/Assessment plan learning: Soc/Forestry B. Warner, Forestry?
- Student learning in the classroom Janine Allen  
(PSU)

## **4. Round Table Discussions – Facilitated by Mina McDaniel**

### **Student Learning and Assessment Symposium Program Suggestions**

#### 1. University Wide focus

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(PSU)

Janine Allen

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##### **To Do list from previous meetings**

##### To Do Initially/Logistics:

1. Each committee will define a calendar of what needs to be done by when and who is responsible.
2. Program committee will determine who we want to invite to do presentations on what?
3. Program committee will determine what we want the structure to be in terms of number of break-out sessions, plenary sessions, etc.
4. Determine if we want refreshments of any kind—what and when—*yes for breaks and maybe in the morning—coffee, etc.*
5. Conference Room set-up: *Do we want a room set up with tables?? And other rooms set up theater style??*

##### Pre-conference Issues:

1. University Day: could Dr. Ray prime the pump? *Rebecca will ask.*
2. Could Larry prime the pump at the beginning of the year Student Affairs meeting? *Larry will do*
3. Could we set up a registration area for the conference with some materials, etc. at University Day? *Yes—Advertising and Marketing will arrange for this*
4. **Sending invitations to upper level administration-***Rebecca has asked to have it put on the President's calendar, Provost and VP calendars but no invitations have been sent. May want to develop a postcard to send to them.*
5. **Inviting a panel of upper level administrators to talk about what we are trying to produce in terms of graduates at OSU** (e.g., President, Provost, VP for Academic Affairs, VP for Student Affairs, Faculty Senate President, Chair of the Bac Core Committee) *(Larry suggested some of the people who put together the Ideal OSU Graduate to facilitate)Rebecca is working on this. The question we want them to discuss is: “When students graduate from OSU, what skills and areas of expertise do we expect students to have regardless of major.”*
6. Deciding if we want to invite sponsors like TracDat, StudentVoice, others? *Yes we do and there is a committee to deal with this.*

##### Program Ideas:

1. Janine Trempy—College of Science—doing some work with course embedded assessment in her classes ( and is willing)
2. Ken Crane—Physics—not sure if he is doing something with assessment but he has done some innovating things in teaching
3. History department—talk about their process of peer review of teaching and how they developed it—how it is working, etc. – rubrics they use if any.
4. Ruth Steihl—CCLP—Eric and others from her classes may be able to help on topic

5. Survey research office
6. Course embedded assessment
7. Jessica White and Rich Shitaku—research in Student Affairs
8. Upper level administrator/faculty panel on what outcomes we are trying to produce in students
9. Campus climate survey results
10. Library—LibQual results
11. CIRP, NSSE, FSSE, YFCY Results
12. Admissions to do something about how they have used Sedlacek's stuff and what kinds of results they have gotten
13. OSU Marketing office
14. Business Solutions Group—demo on web survey possibilities
15. Set up intentional space for reflection and conversation—maybe a guided time?
16. Janine Allen—PSU—student learning in the classroom
17. Service-learning—PSU—university studies-capstone classes
18. Becky Warner—Sociology—what they have learned, mistakes made in their first try at implementing their assessment plan (seemed willing)
19. Maybe something about assessing outcomes in the liberal arts (I have heard much discussion that this is not possible like it is in professional fields)
20. Blake—doing a paper/research on dual enrollment program

#### Track Possibilities:

1. Just getting started  
*(may be able to do this in how we describe the programs themselves—e.g., This program is especially good for those who are looking for how to get started. Or This program is designed to expand upon initial assessment efforts.)*
2. Moving toward—not yet arrived

#### Goals for the Symposium:

2. Broaden awareness of and raise level of expertise in assessment at OSU
3. Foster a deeper understanding of assessment and the relationship to student learning
4. Engage faculty in conversation with other parts of the university that are also engaged in student learning
5. Lay a foundation for assessment partnerships
6. Showcase expertise, learning, data, improvements at OSU involving student learning and outcome assessment

Some areas of logistics needing flushing out: Likely not an exhaustive list!!

Program structure

Program content

Advertisement and marketing

Invitations

Registration

Hospitality

Invited presentations

Calendar

Displays (like Business Solutions Group, Survey Research Center, OSU Marketing, Survey Research Center, Student Affairs Assessment Council, outside vendors maybe?)

Poster sessions

Symposium packets and what we want in them