

Oregon State University
Student Affairs Assessment Council
Minutes
June 6, 2012

Attendance: Rebecca Sanderson, Rick Stoddart, Jo Alexander, Melissa Yamamoto, Marcey Bamba, Ann Robinson, Pat Ketcham, Kami Hammerschmith, Rick DeBellis, Carolyn Killefer, Jodi Nelson, Tina Clawson, Michele Ribeiro, Linda Reid

Reconsidering the Assessment Plan and Report Review Process:

Roughly 10 years ago the Assessment Council established a review process for assessment plans and reports. This process enabled assessment council members to become familiar with other department plans and reports as well as to serve as consultants to other units. Council members reported that this experience was very important to their learning and development in the assessment area. As time has gone along however, there has been some discussion about the work load and how beneficial this practice is anymore. There are some on the council that believe it is still a very important council function and is beneficial while there are others who have found less value. Additionally, the work load has increased as more student affairs units now submit plans/reports for review. While we still do not have 100% consistency in this, the number has still grown. Some of these plans/reports are in the very beginning stages of development while others are consistently complete with little need of annual monitoring or consultation.

As it is, the process is not working very well currently and thus it seemed time to reconsider the process and see if we can come to some consensus about how to continue to provide support for units and their development of plans and reports as well as lessening some of the work of plan/report review.

The council devoted most of the meeting to discussing the entire process from dates when reports/plans are submitted, to the process of reviews, to timing, to what is reviewed and a variety of other related topic areas. The following are some of the ideas, comments that were captured during that discussion.

Review Process:

- Revise to more of a conversation than a review of the rubric with units
- Ask units to present their assessment report to reviewers – perhaps by having a set of standard questions that are addressed in the presentation and that reviewers and participants can talk through
- Question value of the rubric in terms of how it is used now
- Wonder about changing the focus to reviewing only the report and then consulting on having the plan relate to the suggestions. (some frustration when suggestions are made and then the unit does not follow-through in making those recommended changes year after year)
- Perhaps a cycle of review where only reports are reviewed and for some units that happens every other year or units could decide when/if their report would be reviewed
- Breaking what is reviewed into parts: example: this year we are focused on the results section, next year on the discussion section, etc.
- Have a theme for the year that we focus on in the reviews—this might work for the more developed plans but might be difficult for reports that are just starting and need help with beginning things.

- Have Maureen and Rebecca review the beginning reports for those areas like mission, goals, and outcomes
- More advanced units overall are more struggling with the methodology, results and discussion sections of the report
- May need some sort of tiered review process

Education and Development:

- Have at least one meeting prior to the report due dates where people can work in a council meeting on their reports/plans and get help from others
- One assessment council meeting per month on a topic for education/development and could bring in speakers or have council members present on what is working for them
- Need some work on how to make sense of the data and what it means, how to write it up so that use can be made of the information
- Need for some process of making meaning in a collaborative way

Other:

- Important not to lose the connection and the working together in teams for the reviews and getting to see how others work with their plans/reports. This has been a strength of the council in terms of developing trust, leadership, and capacity
- Some interest in looking ahead and thus some of the interest in working with plans has become less interesting as learning in the council has increased
- Interest in having consultation and help when writing a plan rather than after it is written—may also be the case about help with writing a report rather than waiting until it has been written

Rebecca volunteered to try to develop a process for the next year that would try to draw together what people have said to bring back to the council.

Also, there still needs some discussion about further educational needs for the coming year as well as some process for looking at the new highlights reporting structure.

Also the group wants to ask Marilee how other schools do the review process to see if we could learn anything from them.

Next meeting:

Assessment Council Retreat
 June 21, 2012
 8:30-4:30
 Adair Village Clubhouse
 Casual attire

Directions to Adair Village Clubhouse
<http://valleycateringoregon.com/about/location>

Our street address is 6097 NE Ebony Lane, Corvallis, OR 97330.

Directions from Corvallis:

- Head north on Highway 99W about 5.5 miles.

- Turn right on NE Arnold Avenue.
- Continue less than a half-mile on Arnold Avenue. Valley Catering is on your right.

Directions from Salem, Monmouth or north:

- Head south on Highway 99W.
- Turn left on NE Arnold Avenue at Adair Village.
- Continue less than a half-mile on Arnold Avenue. Valley Catering is on your right.

Directions from Albany or Interstate 5:

- Head toward Corvallis on US Highway 20.
- Take the Lyon Street bridge out of Albany.
- Go about four miles on US Highway 20 to Independence Highway.
- Turn right on Independence Highway and go about 2.5 miles to Ryals Avenue.
- Turn left on Ryals Avenue and continue about 1.5 miles.
- Ryals Avenue dead-ends into Arnold Avenue. Turn right.
- Valley Catering is just around the corner on your left.

Schedule of Meetings for 2012-2013

Date	Time	Location
2012		
July 18	9:00-10:30 am	MU Council Room
August 22	9:00-10:30 am	MU Council Room
September 12	9:00-10:30 am	MU Council Room
October 10	9:00-10:30 am	MU Council Room
October 24	9:00-10:30 am	MU Council Room
November 7	9:00-10:30 am	MU Council Room
November 28	9:00-10:30 am	MU Council Room
December 12	9:00-10:30 am	MU Council Room
2013		
January 9	9:00-10:30 am	MU Council Room
January 23	9:00-10:30 am	Student Health Svcs 322A
February 13	9:00-10:30 am	MU Council Room
February 27	9:00-10:30 am	MU Council Room
March 13	9:00-10:30 am	MU Council Room
April 3	9:00-10:30 am	MU Council Room
April 24	9:00-10:30 am	Student Health Svcs 322A
May 8	9:00-10:30 am	MU Council Room
May 22	9:00-10:30 am	Student Health Svcs 322A
June 12	9:00-10:30 am	MU Council Room
Potential Retreat Dates		
June 25, 27 or 28	TBA	TBA