

Student Affairs Assessment Council

Agenda

October 14, 2004

Attendance: Lisa Hoogesteger, Kent Sumner, LeeAnn Baker, Ryan Collay, Rick DeBellis, Jessica Heintz, Jo Frederic, Eric Hansen, Gina Shellhammer, Susie Leslie, Sheila Roberts, Beth Dyer, Rebecca Sanderson

Assessment Plans: Rebecca reported that she and Larry had talked about the timing of assessment plans and reports. There had also been a discussion at the department heads meeting where some department heads were confused about the timing. Since only a few assessment plans and reports had been given to Rebecca, she suggested that perhaps the timing was not the best. Yet, in order to get us on a yearly schedule, we needed to do something which might mean that the next set would be due in less than a year. In any even, after much discussion and thinking about how we might approach this, the group decided that:

1. Assessment plans and reports would be due January 14, 2005
2. These reports would be:
 - a. the results of data collected as well as any decisions, etc. emanating from that; and
 - b. the plan for the next measurement period—to be defined in the document.
3. It was suggested that the measurement period be from September to September but several departments wanted a July to July period because of their other annual type schedules, etc. It was decided that each unit could determine the period for their plan but that they must be reported on January 14, 2005 with the appropriate dates indicated on the plan and report. It was hoped that with this flexibility, we can get into an annual cycle of planning and reporting that would fit with the various idiosyncrasies of department cycles.
4. For those departments who had provided assessment plans and reports by the September date, they had the option of getting them back or leaving them as is. They opted to get them back. Rebecca will send them back via campus mail.

Symposium Planning:

Rebecca distributed a list of the “talking points” for the President’s welcome which folks were encouraged to add to, edit, etc. She also distributed a list of folks who have helped with the symposium and asked people to add names of those who they have worked with and who may not be on the list. This is a way to Thank all the people involved in the symposium. It will be in the program.

Any Committee Reports:

1. **Program**—The program was distributed for review and also to sign up for times to work at different sessions, tables, etc. This will be distributed in coming meetings as well until all the slots are filled. Please let Lisa Hoogesteger know if you can serve as an introducer or a room monitor. The tasks aren’t hard but we do need folks present. We are also asking presenters to provide us with handouts, powerpoints, etc. that we can post on the web as the conference proceedings.
2. **Featured speakers**—Arrangements were made for pick-up and departure of Peggy and Marilee. Rick will pick-up Peggy at Portland Airport and Rebecca will pick-up Marilee on November 8. Rick is going to see if they have some complementary shuttle passes for Marilee’s and Peggy’s return trip to the airport. Beth will get both of them from the hotel to the shuttle.

As of yet, there is no word from Charles Grisham about his travel plans. Rebecca will get that info to folks when she gets it.

3. Books and materials (including annotated bibliography)— The bookstore has all the books except for two which they are waiting on as there is a 30-day return policy. They will get them to LaSells and staff the table. Also the set of books that was purchased for give-away will be at this table as well. Thanks to Academic Programs for buying these books.

4. Registration—So far we have about 130 folks registered but we expect there are others coming who have not registered. Mina is going to mention it at the Provost's council meeting on October 28 as well.

5. Web services—Things seem to be going well. Eric is setting up the process for evaluation as well as for posting conference proceedings. Eric will also be sending out a reminder email with a link to the web page for those who have registered for the symposium.

6. Evaluation— Eric and Ryan provided nearly final drafts of the two evaluation instruments (full symposium-on web and the session evals). It was decided to put the session evals on Remark so that they can be scanned. Beth will work with Ryan on this. Also, there was some discussion about using NCR paper for the evals but because of the concern about scanning and paper quality, it was decided that if presenters wanted to see the evals they could follow up following the program. We could also make copies of the evals for them to see if needed. The web evaluation was approved and Eric will get it on the web.

It was also decided that perhaps Larry's class could act as the pilot for the symposium eval before it is sent out to the entire group following the symposium. Eric said he would check with Larry.

Also, Ryan will send out via email the possible questions for the "dot" charts and other posters for the feedback area. Folks can provide feedback to him via email and we can look at this at our next meeting as well.

7. Advertising and Marketing— Apparently a brief article came out last week in OSU This Week however many did not notice it as the headline was something about student symposium. Sheila is going to see if there is more we can go to get an article in the paper version or a mention in the email version with a link to the website.

8. Vender displays—Right now TRACDAT is going to be here and they are going to do a program. Rebecca has invited a variety of people to view the program including Provost, VP's and Registrar, Info Services as they will need to have some input into any purchase, etc. Others are also encouraged to view this system.

9. Logistics—Rick is handling logistics in terms of LaSells, technology, flip charts, and tables. There was some discussion of this and Rick seems to have a plan that will work. Also, Jodi is taking care of the food orders, etc. The coffee cart will also be around at times when the refreshments aren't.

Stuffing packets was discussed and Rebecca said she would see if Eric and UHDS could help us out there. If not, many indicated that they could loan us student workers.

Other?

Next Meeting: October 28, 2004 9-11am in MU 110 Hope to see you there.