

**Student Affairs Assessment Council
Minutes
January 31, 2007**

Attendance: Melissa Yamamoto, Jo Alexander, Kent Sumner, Tina Clawson, Beth Dyer, Johnna Vognt, Michele Riberio, Kami Hammerschmith, Jodi Nelson, Edie Blakely, Pat Ketcham, Jessi Long, Linda Reid, Rebecca Sanderson

Questions, Issues, Concerns about Plan Reviews, Plans, Review Process, Forms, etc.?

Rebecca asked if there were any questions, issues, concerns, etc. about plans or the review process. She reminded folks to be gentle, remember to praise something in the report, and to remember the high level of anxiety that this process has for some folks.

Changes in Review Dates/Locations??

Rebecca asked that folks email her if they are doing the review in a different location or different time so that she can cancel rooms in the MU and not have to pay for them. The sooner this can be done the better.

How to Address Concerns Expressed in Assessment Council about Engagement in Assessment Planning?

Several times in meetings there have been concerns expressed about the uneven involvement in assessment and the amount of time spent by assessment council members vs. the amount of time spent by some folks writing assessment plans. Rebecca asked if we needed to talk more about this or if there were ideas about how we might better engage those who seem to be disengaged in assessment. Some ideas that had been expressed in the past were to specifically invite people/departments to have representatives on the council, develop consultation groups, etc. There were questions about why some units do not have representation or any real involvement which was discussed. Generally, the council membership agreed that we did not want to take on the responsibility of getting people/units to be more engaged—that that was the responsibility of the people/units who were not engaged. It was agreed however, that during this round of reviews, departments who are not participating in the council, who do not have contacts/consultants in the council, and/or are struggling to get involved in assessment will be invited to send someone from their department. Further to emphasize that the council is a good place for help and support and learning around assessment and that there are many new folks on the council and a variety of levels of skill and expertise. The group indicated that this was a plan they could carry out.

Are we ready to post our plans on the web and test drive the website developed by BSG?

This has been years in development and is ready to use but is being held back because of where academic side is in their process. We can use if we want. Are we ready?

Rebecca posed this to the council and since many of the folks who had been initially involved in this process were no at the council meeting and others had sort of forgotten what the software was, they decided to have a sub-committee look at the software and make a presentation to the council at a later meeting. Jodi Nelson, Beth Dyer, and Eric Hansen volunteered to do this. Rebecca will contact Gina Shellhammer to get access to the software for those three people.

Next Meeting: February 7, 2007 MU Council Room, 9-10:30am