

**Oregon State University
Student Affairs Assessment Council Meeting
Minutes
February 20, 2008**

Present: Kent Sumner, Melissa Yamamoto, Tina Clawson, Kami Hammerschmith, Rick DeBellis, Claire Bennett, Linda Reid, Jennifer Viña, Ryan Dixon, Allison D. White Eyes, Rebecca Sanderson, Joakina Modé

Agenda:

1. Updates and reports on reviews
2. Student Voice Rights
 - A. Reading rights
 - B. Writing rights

Notes:

1. Introductions of members on the Assessment council; introduced Joakina to the team.
2. Updates/Discussion on reviews
 - a. Reviews have yet to be completed.
 - b. Rebecca is behind on completing hers. Melissa needs to meet with people in a specific department to complete hers.
 - c. Overall most people are working on completing the reviews.
3. Student Voice Discussion
 - a. Reading rights
 - i. Student voice assessment findings are only accessible to the department that is/was conducting the research.
 - ii. People expressed that it would be easier and more manageable if faculty and staff had access to read rights on others people surveys. This would enable them to borrow ideas from each other.
 - iii. Rebecca agreed to e-mail Kim so people can have access to assessments.
 - iv. Read and write access is on the management side of Student Voice; must have a log-in and password to have access.
 - v. Ruth Stoner, Debby Widony, Resa Cochran, and Joakina Modé have all been given log-in access.
 - vi. Rick checking on what rights he has.
 - b. Writing rights
 - i. Only people that have reading or writing access can request a project.
 - ii. Rebecca will draft up an agreement about downloading other people's plan; use of other people's intellectual property.
 - iii. Easier to make corrections or suggestions on someone's project of there is writing accessibility.
4. Other discussion
 - a. Claire reported her experience with Student Voice.
 - b. Created questions and sent them to Student Voice. Used questions for Open House and Spring Visit; used PDA's to report responses to program. Worked out well and likes the Student Voice program.
 - c. Discussion about ways to increase the response rate for surveys; incentives for doing surveys would help.
 - d. Rebecca explained that shorter surveys are probably better.

Next meeting Wednesday, March 12, 2008 in MU Council Room from 9am to 10:30am