

**Student Affairs Assessment Council
Minutes
November 29, 2006**

Attendance: Suzanne M. Flores, Eric Hansen, Jessie Long, Jo Alexander, Kami Hammerschmith, Rosemary Garagnani, Melissa Yamamoto, Tina Clawson, Rick DeBellis, Tama Bolton, Beth Dyer, Linda Reid, Michele Riberio, Rebecca Sanderson

Format for Rating Sheets for Assessment Plan Reviews

Rebecca distributed some sample review sheets for the assessment plan reviews in January/February as was requested by the council. The new sheets provide one for the plan and another one for the full report that will include the feedback from the original plan. The group had a few suggestions on format and asked Rebecca to write out instructions for use which she will do.

Training on Using the Rubric to Provide Feedback to Departments/Units

The remaining time for the council was spent looking at sample goals and outcomes from three different plans and seeing how ratings might occur from that. Generally, feedback from the group found this process to be helpful to them and decided to continue this into the next council meeting where the focus will be on Methods, Results, and Decisions. Some practice rating plans in teams will also be included in the training as we prepare for the review process.

Special thanks goes to Beth, Jo, and Rosemary for allowing Rebecca to pluck sections out of their assessment plans and reports to use as examples in the meeting.

Next Meeting: December 13, 2006, MU Council Room, 9-10:30am

**Continue discussions and training on using the rubric
for reviewing assessment plans**