

**Student Affairs Assessment Council
Minutes
February 4, 2004**

Attendance: Jo Frederic, Michelle Rosowsky, Gary Beach, Pat Ketcham, Edie Blakley, Kent Sumner, Kami Smith, Jodi Nelson, Katie Wilson, Lisa Hoogesteger, Rosemary Garagnani, Rebecca Sanderson, Ryan Collay, Eric Hansen

Introduction of Guests:

Kim Clark from the Office of Institutional Research and Mark Clements from OSU Business Solutions group.

Automating OSU Assessment Activities

Rebecca provided an overview of the project to automate the reporting of OSU assessment activities at an institutional level. This project is a collaboration among Student Affairs, Academic Programs, and the Office of Institutional Research.

Rebecca provided handouts that detailed some of the issues that needed to be discussed as well as print samples of possible formats for the Departmental Assessment Plans and Reporting. The model being used was taken from the SA Assessment Council format.

Kim Clark and Mark Clements provided some formats via a web link which provided the group an opportunity to talk about their needs in a web page format, ask questions, pose questions yet to be answered, and generally get an idea of the model that is being used.

The following were Specifications and Questions that were considered:

Project Specifications:

- The proposed Web-based system should function like a database having a historical record of changes made.
- The system should provide a secure site, which utilizes user names and passwords to grant access to forms.
- The system should have a reporting function to summarize the data collected in the various fields.
- Links on the form should open a pop-up window, which displays definitions, instructions, etc.
- The system should have a printer-friendly version of the form contents.
- The system should present users with menus or a list of degree/certificate programs and administrative units so that they can select the program or unit for which they wish to enter assessment information.
- The form that is displayed to users should have the name of the degree or the administrative unit already entered. This degree name or unit is based on the user's selection. The user should not be allowed to alter the degree or unit name on the form.
- The system should have a review feature so that individuals responsible for reviewing assessment activities can provide feedback to departments (i.e., http://www2.oegas.ucf.edu/oegas/phase1/sample_review_form.htm and http://www2.oegas.ucf.edu/oegas/results/review_sample.htm)
- ***There should be a way in which to link the methods with specific outcomes and outcomes with specific goals—so that one could see what methods, outcomes relate to what goal.***

Project Questions:

- Who will provide the table linking degrees with colleges and departments? A modified Catalog table or a new table. *To be determined*
- Who will provide the table containing the list of administrative and educational support units? *To be determined*
- What type of text is the user allowed to enter on the forms? Plain text or formatted text.
- What type of information should be available for public viewing? Goals. Outcomes. Use of data to make improvements. Etc. **Consensus was to have goals, outcomes, summary of results, and how data was used to make decisions.**
- Should the number of goals and outcomes entered be limited? **General consensus was that we should provide guidelines in the definitions (e.g., goals—7 or fewer, outcomes per goal—3-5, methods—(prefer more than one); however we should not limit the program.**

Other Comments/Suggestions:

The following were other suggestions regarding the design:

- **Need standard language for methods, goals, outcomes**
- **Need common reporting formats**
- **Need a pop-up menu about type of outcome (e.g., learning, service, satisfaction, usage)**
- **Put guidelines in definitions for number of goals, outcomes and methods.**
- **The SA Assessment Council would like to see demos as the project progresses and also be allowed to provide feedback. Mark indicated that he could email this out and would be happy to get feedback.**
- **It was agreed that Mark would send out a set of questions to Rebecca to be answered about the structural needs and then the primary planning group would meet to finalize the structure/background.**

Submitted by:

Rebecca Sanderson, Director, Student Affairs Research and Evaluation