

**Minutes - Assessment Meeting  
January 24, 2006**

Present: M. Amos, B. Bales, S. Bannister, B. Cosentino, F. Keelen, C. Kuenstler,  
D. Merrill, K. Pierre, B. Smith, T. Wilson

Absent: J. Mizrachi, S. Evans, I. Moore

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- Kris discussed the survey of staff interests in assessment at the Student Affairs Council meeting. There was positive response to the idea. Barb c., Barb B. and Toyah agreed they would work to fine tune the survey so that they could get out soon. She forwarded an email to dean/directors regarding a "wish list" and encouraged Assessment Committee members to also submit ideas. There should be some considerable salary savings for computer software, assessment purchases, etc. Hand held pc's for doing surveys were discussed as well as a stipend/honorarium for a speaker. Offices should complete Criterion 3 Committee survey by the end of month. Some sub committees may want to meet in between spring meeting schedule.
- The idea of combining the assessment fair with university day was well received and will be discussed with the university day committee this Thursday. Combining events has a bigger impact especially with the mission statement and how assessment supports the mission statement.
- Assessment Grid – formal vs. informal will depend on the area. Whatever measures were used determined plans on grid. Some items were moved from direct to indirect. Will focus on financial literacy. Pre/post test – provides the same test before and after presentation to determine how they did. Performance plan evaluations – expectations are discussed. Should be broken down to two categories – students and staff, student evaluation and staff evaluations. Certifications regarding departments that require something after completion, (i.e., Scholarships – how to fill out the form, etc. and what they provide if they apply. Judicial Affairs – students asked to write a paper on ethics if caught cheating). Personal Group Counseling will indicate that it's determined in a more generic sense. Entry Exit Interviews – subjective opinions of a process or workshop. Tracking Reports - numbers of people at events, etc. Inter department collaboration – assessment programs co-sponsored by different departments. Program Satisfaction Survey – did you like the program; what you liked/didn't like. Focus Groups – getting people together to discuss concerns. It was suggested that a cover sheet be included explaining the categories. Email any changes or additional suggestions to Maureen
- Angeles Eames from the CTL has already agreed to do the first workshop on developing surveys once that date is determined. Training committee sub committee members will follow up with Help Desk to see about getting the Survey Gold software on one of their computers so that they survey may be done

on line. Kris encouraged groups to discuss the wish lists and get ideas to her by February 20<sup>th</sup>.

- Maureen passed out flyers regarding improvements on tax preparation. Let her know if you have any concerns. The Tax Assistance Program is available in Financial Aid. This can be shared with Judy Brewer, Civil Service Council.
- First Year Experience – email Maureen regarding to what degree NEIU communicates with students, faculty and staff; and those who communicate to first year students.
- Next meeting is February 21, 4<sup>th</sup> floor conference room in the Administration Building.