

**Minutes - Assessment Meeting  
May 24, 2005**

Present: B. Adamczuk, M. Amos, S. Bannister, A. Jenkins, J. Mizrachi, I. Moore,  
K. Pierre, T. Wilson

Absent: B. Bales, F. Keelen, D. Merrill, D. Paul

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- Joint Meeting with OATF and HLC Self Study Steering Committee Reminder on June 1 from 1:00 – 4:00 pm
- NSSE - Ways to get students to take surveys – administer through Institutional Studies. Recommendations to be given to Susan Doyle; classroom participation via teachers; administer on-line by notifying students, letting them know how long it would take; announce at orientation; have them participate in focus groups. There was discussion regarding ways of getting students to use their email account, which would be very helpful in taking surveys. Administration is reportedly working on this.
- There was follow-up regarding focus groups, the kind of information that gets out to the campus community; feedback to students who took the survey; presentation to Faculty Senate and Faculty Council on Academic Affairs; and incorporating results on University Day.
- The group picked out some things people would be interested in from a student affairs perspective: i.e., students' attitudes toward campus, diverse perspectives, community based project. Students should know the things group is interested in and how they could ask questions of faculty so that faculty could provide them with better information related to jobs. Question was raised on getting student affairs to support this through leadership activities, training peer advisors, campus recreation training, and community partnerships. Students could be made better aware of practicum/internships. Jenkins indicated it was his understanding that students are required to complete 40 hours of community service per State Legislation Plan. If this is truly a requirement, this should be in Schedule of Classes. Jenkins indicated he would follow up and get back on this. There was discussion regarding co-op open to juniors/seniors with certain number of credits for one semester offered through Placement.
- Kris will get a list of questions to the group for response.