

**Minutes - Assessment Meeting
November 15, 2005**

Present: M. Amos, B. Bales, B. Cosentino, S. Evans, F. Keelen, D. Merrill, M. Morrow, K. Pierre, R. Smith, T. Wilson

Absent: S. Bannister, I. Moore, J. Mizrachi, F. Keelen, C. Kuenstler

- Tagging Bases and Sub Committee Reports – 1) Staff Development in Assessment Sub-Committee: B. Cosentino will process the development of questions. B. Bales will do through email. Once information is developed Kris will work on discussing with Directors. 2) Developing an Overall Student Affairs Assessment Plan: Maureen will work on the grid issue. She discussed and passed out relative information. 3) Other items: Kris mentioned a pilot project developed by NASPA to develop a benchmarking system for Student Affairs Divisions. She suggested it's something the group working with developing an overall plan might want to look into. Information on this project may be found on the NASPA website.

The next meeting is on November 29 in Room SU216. – this meeting was canceled due to the Library fire.

**Minutes – Assessment Meeting
December 13, 2005**

Present: M. Amos, B. Bales, B. Cosentino, S. Evans, F. Keelen, D. Merrill, J. Mizrachi, I. Moore, M. Morrow, K. Pierre, T. Wilson

Absent: S. Bannister, K. Kuenstler, R. Smith

The deadline for revised plans is January 12, 2006.

Feedback on Reports

Health Service – Jessica embellished what Kathy did on last year's report. This year's report should be more explicit regarding plans. Kris will pass along some information for clarification. Working with the Health and Wellness Committee should be included. The Annual Report should be included. Jessica will receive information on direct/indirect measures. Activities should not be mixed in with outcomes and there should be more

discussion with staff. She should list organizations from where her information is coming from.

Adult and Women Student Programs – The format and bookends are good. How results are shared with students can be strengthened. Outcomes should be more specific and measurable.

Placement – Should say more than student affairs in Goal 2. Reword it to include other areas. Outcomes should be more specific and measurable. Indicate the percentages of increases.

Public Safety – Their report is almost identical to last year's. Regarding Goal 3 – Outcomes, Student Retention – should indicate that they will involve Student Enrollment to track retention in the future. Outcomes should be more specific and measurable. Strengthen relationships – highlight success stories with students and faculty. Include “increase opportunities” instead of “foster opportunities.” Include they will collaborate with Placement. Regarding feedback – how it's shared with the rest of the department including family members. (can resurrect their column in the Independent Newspaper) Regarding priorities – include the word “strengthen” relationships with Justice Studies.

University Events – Staff involvement should be more explicit. Could be a statement in the beginning on how staff discusses information. Random performance evaluations determined regarding clients. Randomly calling performers and producers could be written more clearly regarding its purpose. A standardized assessment tool is used when calling. CAF – give explanation of what this is. Some of the outcomes are not measurable. Be more specific by simply providing percentages. The Assessment method regarding training is unclear. The department can include the statement that an annual review of files will be conducted to check the update of certification. Regarding the telephone survey – the Student Awards Committee Survey should be shared with the Student Awards Committee.