

Meeting Minutes: Assessment Committee February 20, 2015

Present Committee Members: Angela Palmer, Leroy Wright, Lisa Ortiz, Kristen Salomonson, Nicholas Campau, Angela Roman, Deanna Goldthwait, and Erik Wessel

Absent: Cindy Horn and George Nagel

NASPA Assessment & Innovation Award Opportunity:

Leroy shared a handout that highlighted the opportunity for submission to the *NASPA Assessment, Evaluation and Research Knowledge Community Innovation Award*. Leroy will ask Jeanine to nominate our committee for the award and ask Robbie Teahen to submit letter of support. The criteria and the registration process was reviewed. Nominations are due March 10, 2015. Kristen and Leroy will meet to discuss the information and documentation that we would need for the submission.

Mobile App Survey Option:

Kristen offered a new survey opportunity for our assessment committee's use which is in the form of a mobile app survey. Admissions has used this survey option for our student applicants, as well as visitors to campus. Angela Roman will speak to Mickey Albright in regards to using it at this year's Career Fair.

Aligning Assessment Efforts with the Student Affairs Mission/Vision/Learning Outcomes and Strategic Plan:

It was suggested that we begin to align our assessment efforts with the Student Affairs learning outcomes and Strategic Plan. It was recommended that we require one assessment effort to be connected to one of the Division's learning outcomes. Although it is too late to incorporate such a requirement for this year's efforts, we will require this for next year.

Assessment Connections with Buddies:

All committee members communicated that meetings were going well with each of their assessment buddies and their assessment processes are well under way. Deanna shared that she will assess the process of the carry over budget and the assessment of the learning process from the directors regarding their budgets.

Assessment Timeline:

A written timeline was given to the committee members and discussed. At this time, there will be no changes to the timeline.

Assessment Connections Day:

It was suggested that we look into specific questions to supply to the participants of the assessment connections day. This will ensure that they come prepared and stay within the given timeframe that we have.

It was suggested that we assess how our annual assessment highlights review day goes; we will look to see how each participant viewed the process, what they learned, and if they have suggestions to improve the process. It was decided to have the connections day on April 2, 2015. Angie Palmer will generate a schedule and send out invites.

Assessment Highlights Review Planning:

It was decided to keep the same format as last year's highlights review day. The committee decided on the day of August 19, 2015. The committee discussed who to include on the invitation list. Angie Palmer will send out the invitations very soon so that the day is booked on everyone's calendar.

Other/Round Table:

It was suggested that Kristen share an assessment tidbit at the next Administrative Council, regarding the opportunity for use of the mobile app survey option that her department has purchased.

Submitted by: Angela Palmer,
Administrative Assistant to the Dean of Student Life