

## **Meeting Minutes: Assessment Committee June 12, 2014**

**Present Committee Members:** Angela Palmer, Leroy Wright, Cindy Horn, Kristen Salomonson, Nicholas Campau, Angela Roman and Erik Wessel

**Absent:** Lisa Ortiz, George Nagel, and Deanna Goldthwait

### Assessment Highlights Review Day Planning:

Assessment Highlights Review Day is scheduled for Wednesday, August 13, 2014 from 8:00 am – 2:00 pm. Nick has volunteered to pick up coffee and donut holes for the morning hours. Kristen has volunteered to bring candy snacks for the afternoon. A copy of the catering menu from Pere Marquette was distributed and suggestions were made as to what to offer for lunch. Some suggestions were as follows: a salad bar with real bacon as opposed to bacon bits; deli sandwich bar; homemade chips; 2 soups (black bean vegetarian chili and chicken noodle); an assortment of dessert bars. Angie Palmer will contact Shelli Garland for other menu options and/or suggestions as well as possible prices since she has ordered before from Pere Marquette.

It was suggested to keep the same timeline for this year's review day, with each presenter having 10 minutes to share. Leroy reminded the committee to be prepared to offer meaningful feedback and ask appropriate questions to get the group engaged in dialogue.

Angie Palmer will send out the schedule for the day, as well as the format that is needed for the annual report.

### Invitees for Assessment Highlights Review Day:

The committee worked to comprise a list of key people to invite who were outside of the Student Affairs division. Names discussed are as follows: Sally DePew; Beth Logan; Bill Potter; Paul Blake; Robbie Teehan; Scott Garrison; Leonard Johnson; Cliff Franklin; and Spence Tower. Angie Palmer will send out invites to these people.

### Division-Wide Assessment Training Opportunity:

Kristen asked the committee for feedback regarding the possibility of a division-wide assessment training opportunity. It was suggested that we have an AM and a PM training session sometime in October (not October 14 as this

day has been asked to be saved for the President). Possible training leaders and their corresponding topics are as follows:

- Mitzi Day: To discuss statistical data available to the division and what other data can be found within Banner.
- Kristen Salomonson: To talk about survey/questionnaire organization.
- Erik Wessel: Any assessment topic of his choice.

Erik will reach out to some of his colleagues to ask for possible key note speakers of the day. He suggested that the keynote speaker highlight accountability and follow-up of our assessment efforts.

It was suggested that we ask the attendees of the Assessment Highlights Review day for their input on what they would like to see or have covered during a training opportunity.

#### Assessment Connections with Buddies:

All committee members communicated that meetings were going well with each of their assessment buddies.

#### Round Table:

Erik spoke about survey fatigue and asked about opportunities for collaboration between offices. He asked if there was an inventory of surveys that have gone out throughout the university. He wondered if it would be feasible to have a website that included all of our survey results and/or data collected.

It was suggested that a survey go out to all of our student employees which collected data on their work experience.

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