

**Division of Student Affairs**  
**Assessment Committee**  
**February 2, 2012**

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Present:

Mike Cairns  
Angie Roman

Cindy Horn  
Kristen Salomonson

Kristin Norton  
Leroy Wright

The committee reviewed the Mid-Year Assessment Progress Review agenda, the 2011-2012 Student Affairs Assessment Highlight Targets, and the instruction packet in preparation for the Mid-Year Review meeting, which will be held on February 29, 2012.

The committee will create an Assessment newsletter, which will include the following items:

- The assessment partner process and how it has helped individual areas understand the assessment process and what is expected of them
- A review of the Mid-year Review Meeting
- What the committee has learned from the Assessment process
- Cindy Horn will write an article on what she has learned from assessing her student employees
- Every department is required to have at least one student learning outcome.
- Angie Roman will discuss SEI and PTP
- Kristin Norton will discuss the results of the survey of process
- Leroy Wright will discuss Orientation's assessment process
- Kristen Salomonson will take pictures at the Mid-Year Review meeting to include in the newsletter

The committee would like to have the newsletter distributed by March 16, 2012.

Respectfully submitted by,

Sherry Hayes  
Administrative Assistant to the Associate VP for Student Affairs