

BLOOMSBURG UNIVERSITY
BLOOMSBURG, PENNSYLVANIA 17815
Student Affairs

WORK GROUP: Student Affairs Assessment Team

DATE: 12.6.16	TIME: 11am	PLACE: Kehr Multipurpose
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PRESENT: Jenn Turnbough, George Kinzel, Ed Valovage, Jason, Molly Marnella, Jenn White, Maddi.... Karen....., Ethan.... Sue Melchoirre, Janet Rarig

MISSING: Monica Johnson

<i>SUBJECT</i>	<i>DISCUSSION</i>	<i>DECISION/ACTION</i>
I. Agenda/Minutes: Review/Approval	<p>Revised agenda distributed Minutes from last meeting were distributed in hard copy Need for agenda/minutes/ structure and note taker moving forward.</p> <p>Decision to hold on review of mapping document until feedback from Senior Leadership Team has been incorporated</p>	<p>Agenda: Reviewed and approved motion by Karen, George Minutes: Reviewed and approved motion by Karen, George Ed – chair Janet – Notetaker this meeting</p>
II. Trac Data report	<p>Reviewed attached document data sample. Reviewed how to access it (key on the top of the document) Evaluating the need/structure of the assessment methods column Discussion on access – read only/open to all – with the new website this should help with sharing and perhaps open access is not needed. Info will be sent to Jason for input at this point Website is close to being turned on</p>	<p>Suggestion from Committte is full access will not be necessary for all. Decision on access to be reviewed at SALT meeting – Tom Once website is fully functional Molly will send to the team</p>
III. Dates for SLO's	<p>Clarified date on document is due date for materials. Review occurs at the next meeting after. Updated the open items in the timeline. Need to gather input from Athletics</p>	<p>Molly to follow-up with contacts to complete this document and update with information available. Decision to allow submission as requested and prioritize as received (not set cut offs) at this point.</p>

<p>IV. Annual Assessment Charge</p>	<p>Much discussion and Changes recommended:</p> <ul style="list-style-type: none"> • Functional groups should be clarified • Language to remove “new” due to limits of staff # in area • Question of need for co chair vs chair and then assistant chair- be progressive • Add that chair should have experience serving on the committee • Change to chairs to be nominated by team and approved by VP or leadership • Does 3 year term need to be considered 	<p>Recommendations will be reviewed by leadership team – Tom/Molly</p>
<p>V. Open Forum</p>	<p>Molly will continue as fellow 50% thru next semester Reviewed recent Assessment presentations – NASPA Region 1 Vermont, others? Plan for Presentation in Feb to BU trustee/ Board Presentations will be available on the website Question on what is a acceptable random sample size</p>	<p>Decision random sample size of 10% is acceptable.</p>
<p>VI. Next meeting Pending items</p>		<p>Adjourn: Motion Ethan/Karen Next meeting 2.7.17</p> <ul style="list-style-type: none"> • Clarify June date availability – Co Chairs – NASPA is June 4-6th so ok. • Charge review and Membership rotation language • Mapping documents review • Website review • Timelines updates

<p>Continued: Agenda #3</p>	<p>1) Discussed how department-level assessments are more apparent than university-wide data.</p> <ul style="list-style-type: none"> - Group involved with Assessment Plan draft noted that only the Handbook was approved and posted. 5-year program reviews are helpful. - Fellowships also produce broader assessment data. 	<p>Group will continue to investigate other avenues, like PRPs and policies.</p>
<p>Continued: Agenda #4</p>	<p>2) Strengths & Concerns</p> <ul style="list-style-type: none"> - Content in global and cultural diversity is less organized – will need some attention and coordination – plan to create a global folder: volume and activity data, assessment for this; student groups, faculty diversity, technological commitment globally (mass communication example) - Strengths – professional development - Strengths: student success has been a priority. - Strengths: General education – significant progress - Strengths: Student affairs – working improvements - Strengths: OPA Fellows work: Recommendation – Create a university assessment folder to help organize these 	<p>Group worked together in TracDat starting new folders and noting AA & SA available global content and assessments pertinent to Standard V</p> <p>As group gathers material for Standard V, data or gaps will be noted</p> <p>Mindi will gather information related to OPA’s assessment growth & improvements</p> <p>Recommended & done: Created a labeled university assessment folder to help organize items</p>
<p>Continued: Agenda #5 & #6</p>	<p>3) M. Miller explained Communication Plan being drafted. This plan is for disseminating and vetting of our Self-study drafts and progress along the way and involves a campus-wide and community approach.</p> <p>4) The inventory-type list of campus-wide assessments, including 5-year program reviews is still pending.</p>	<p>The Standard V Group will consider ways to keep channels of communication open for AA, SA, students, alumni, and all others interested in the BU community.</p> <p>Mindi will alert Standard V members when this list is approved and available.</p>
<p>V. NEXT MEETING</p>	<p>Tuesday January 31st, 2017 at 4:30 pm</p>	<p>Mindi will send an Outlook invitation closer to this time.</p>
<p>VI. ADJOURNED</p>	<p>Adjourned at 5:15 pm (Some working on TracDat files until 5:30 pm)</p>	<p>Respectfully submitted, <i>Janet Rarig/Mindi Miller</i></p>