

STUDENT AFFAIRS ASSESSMENT TEAM
AGENDA

TUESDAY, April 11, 2017

Co Chairs: Ed Valovage, Janet Rarig

Facilitated by: Molly Marnella and Tom Kresch

Present: Maddi Rodriguez, George Kinzel, Karen Hamman, Sue Melchoirre,
Monica Johnson, Jen White, Jen Turnbough

1. Review of plan and agenda
 - a. Membership: Question if we plan to replace Athletics member now or wait? pending decision – Plan: Molly and Tom to follow up and add member from Integrated Learning
 - b. Schedule review: Plan: Change Camper program (Karen Hamman) to Aug 2017
Plan: Change DAWN (Margarete Hahn) to Oct 2017
Reduce the number of assessments to review in May to 3.
Recommend ask for the documents ahead of the meeting but this is not likely.
 - c. Schedule confusion and dates. Revise schedule to include due date (materials due) and presentation date. Plan: Molly to revise the tool
 - d. Questions about June meeting –at this point we will keep the date and review next meeting. Plan: Chairs to follow up and revise calendar
 - e. Schedule after Oct 2017 will need to be set in the fall by Chairs
 - f. Issue raised: Website is difficult to find. Tom to send out information on this to everyone.

2. New Assessments for Review/approval

SLO Program – Informal review

Peer Educator Training – University Tutorial Services – Karen Hamman (see attached)

This was a trial of the Student affairs assessment team process used to test documents, tools and gather some feedback.

Karen Hamman reviewed her program report and answered questions.

Feedback:

- Improve the “get started” tools and checklist to help someone unfamiliar with the process. Molly to review the current document with some additions.
- Assessment team rubric was tested for feedback with minor adjustments to the language. Molly to revise.
- Clarify the process of feedback and accountability with leaders and keep the team supportive and educational.
- Clarify the documents due and presentation dates.

- Provide some support or training for professional staff starting this process.
- Make sure rubric and process somehow capture the need for the assessment to be complete.
- Consider issues about how to follow up on improvements recommended – does this come back to committee, supervisor? More discussion needed.

Recommendations: Pilot was helpful to learn the process, and help set expectations of the committee. Current program was approved.

Issue raised: How do we address/loop back if there are recommendations for improvement so they do not get lost. Recommendation that this information go to Student Affairs leadership member for follow up. Plan: More discussion and review as we proceed to assure this is a clear process.

3. Update on current projects: None discussed.
4. Review Student Affairs Assessment Protocol and Timeline – see item above.
5. Review Steps – SA SLO Checklists Assessment- Revisions made to help with start up and details. Molly to revise and place on the website.

Template for new meeting in May:

- New Assessments for Review and Approval
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- Update Status on Current Projects
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- Completed Assessments Rubric Review
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- Information Sharing (conferences, websites, etc.)
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