Student Development Assessment Group Notes

Tuesday, September 17, 10:00-11:00

Attended: Sheila, Ruth, Cheryl, Anna

1. Committee housekeeping
   - Welcome new member
     - Sheila Hall received an enthusiastic welcome!
   - Review role, function
     - Discussed difference between course and program assessment for instruction and SD program assessment; shared outcomes between and overlaps; agreement that Assessment Committee/Dave is the go-to for instruction, although SDAG should continue to be informed of instructional processes, develop shared outcomes, common assessment, and serve as a resource as appropriate for SD programs that are also assessing etc.

2. Program Review
   - Final template revisions – remove goals section, changes to resource request section, alignment with instruction questions re assessment
     - Goals discussion – want to retain function – instruction states “state briefly how the program function supports the college mission”; want to keep mission statement because it may be an ACCJC requirement for services and we do have individual program missions
       - Recommend keeping mission question (1.4.1) and change 1.4.2 to Program function (define: “what does the department do” Cheryl will find instruction language for Assessment section and resource request to have alignment
       - Need to have final approved by SDAG and to authors by Friday Sept 20
   - Process review
     - Questions on data for 2.0 – will we be able to get data we need from Business Office or payroll in a timely manner? (set up session for training next week)
     - October 31 deadline for PRC, October 15th deadline to Keith to facilitate collaboration prior to submission to PRC
     - Section 6.0 – personnel vs operations vs improvements – how do we represent our needs accurately to regain or at least maintain program health; when is it considered operational, or a resource for a specific targeted outcome or is it a resource just to maintain program health.

3. Counseling and Advising/First Year Experience assessment
   - Reviewed FYE committee function (part of EMC now, not as operational – more related to providing guidance and feedback for assessment, etc.)
   - Clear, consistent information, processes; includes website (Ruth)
   - Getting feedback from i.e. high school counselors for outreach, student for orientation – where does this info go . . .
4. **Assessment Thursday dialogue sessions and other support for program review and assessment**
   - Will set up early in the day and late in the day Thursday sessions, starting with sections
     - Cheryl will touch base with Barb to see what would work for her in providing us support
     - Tentative dates/times/subjects (Cheryl will send out draft)
     - Need to work with IR and SDAG to ensure that we don’t “over” survey and are coordinating with others

5. **Assessment Reports 12/13 – close**

6. **Other**
   - Cycles and incremental gains – Shasta i.e. we’ll eventually achieve – continue to look for shared outcomes, etc (Ruth)
   - Ruth recommend “College Fear Factor” book – validates need for human touch, engagement i.e. helps students with even simple printing question to make connection