Student Development Assessment Group Notes

Tuesday, October 1, 10:00-11:00

Attended: Anna Duffy, Sheila Hall, Ruth Moon, Cheryl Tucker

1. Program Review Work Sessions
   - Organization of Thursdays by section
     - We have three Thursdays, Oct 3, 10, 17, two for authors wanting to complete by Oct 15th
     - Section 1 will not need assistance (took out goals, changed to function – authors already have this information)
     - Section 2-3 focus on program health, indicators, could address changes that have affected student learning from loss of services, assessment section – could be combined for upcoming Thursday, Oct 3rd
     - Section 4-6 focuses on plans – review past year plan, develop this years, think of next year for resource requests; links for institutional planning – Oct 10th
     - Could use Oct 17 as an extra “catch-all” day for any other assistance
     - Change section 3.0 so it is shaded/let authors know they don’t need to fill in
     - Planning section – still need clarification on differences between categories for resource requests – Planning vs Operations vs Personnel vs Prof Dev
       (Operational section needs to have the language updated – should say Directors /Assoc Dean.) – Basic understanding Cheryl has is that if it is in existing discreet. Budget or Categorical budget, and does not need BPC prioritization, it is operations, not planning. Need to also update section on Personnel to include classified/management process to HR – different from FT Faculty request.
   - Ideas to foster and boost involvement for all – set up in the conference room with laptops from Financial Aid so people can work on it together; make announcement to include all div if possible -
   - Other suggestions for assistance with PR – Cheryl will meet with authors one-on one and come to staff meetings if requested – other SDAG members can do so as well! Send link to past assessment reports and link to old program review so authors can find them easily (web-site has changed slightly)
   - PRC Agenda for next week – topic of comprehensive program reviews (Friday the 11th) – Cheryl will send out some prep materials for next SDAG mtg – to include date of next planned comp rev.

2. Assessment Plans
   - Two-year plans – pros and cons – how we should improve upon; focus more at next SDAG meeting
   - Deadline for assessment plans – haven’t had a hard deadline in past for SD; encouraged people to have done by assessment report close; programs may be more aware of need to update/change assessment plans as they complete program reviews
   - Discussion on how assessment plans link to program review – may look at it as the assessment reporting tool work is tied more to student learning, how this is improved; indicators and action plan areas are more tied to program processes; these may also be linked to assessment work; it should all be linked to the institutional plans – the annual plan is easiest
For assessment plans that didn’t work out – authors should simply describe why and can even open up a CTL to develop or assess something else, or just close it. What is important is to document what happened.

3. Counseling and Advising/First Year Experience assessment follow-up (standing item)
   ○ SSSP Summit – continue discussion next week.

4. Assessment Thursday dialogue sessions – next week discussion.

5. Student access to assessment and program review work – how can we inform students about our assessment work – to improve learning within the individual programs – could we provide more information on our department pages? – Thinking about putting it out there for everyone helps re-think the work . . . maybe this can be something we can launch for next year to start at convocation or for assessment summit at end of year - more next week.

6. Establish a parking lot for some of the wonderful ideas coming out of our brainstorming!