Division of Student Affairs
Assessment Committee Meeting Minutes
Tuesday, September 30, 2014

Attendees: Walter Diaz, Cynthia Washburn, Kim Silcox, Christine Dombkowski, Chris Ambrosio, P.J. Rositto, Paul Serignese, Jennifer Boylan, Jennifer O’Neal, Hatef Alavi

Absent: Ken Bedini

1. Minutes/Note Taker Volunteer
   Christine Dombkowski

2. Approval of minutes from previous meeting:
   First- Chris Ambrosio, Second- Kim Silcox, All if favor

3. 2014-2015 Operating Plans due August 15th
   a. Veterans Center is the only one not in Compliance Assist
   b. Action Item: PJ will follow up Larry

4. Approval of Assessment Projects
   a. (See attached tables with breakdown of projects)
   b. Combine Athletic and Student Activities surveys
   c. Potential to alternate NASPA surveys for Housing and Judicial Affairs
      i. Action Item: Walter will discuss this with department heads
   d. Still more streamlining to be done

5. How well is each office assessing?
   a. At the November meeting, the committee will look at different assessment projects
   b. The committee would like to create a rubric to assess the projects
   c. We do want training for us and for student affairs departments
      i. How to develop a valid and reliable survey
      ii. How to develop measurable and meaningful outcomes

6. Campus Labs
   a. Reporting function is not working for us
   b. Committee members like Baseline and the assistance provided with it
   c. Committee members like Select Survey functions such as link to email addresses and reminder emails

7. Assessment Highlights document
   a. No comments or suggestions
   b. Committee members will share with their departments
8. Website
   a. Kim handed out a copy of the new Assessment web page

9. Next meeting: Tuesday, October 28th at 1pm