Attendees: Walter Diaz, Cynthia Washburn, Kim Silcox, Chris Ambrosio, P.J. Rossitto
Absent/Excused: Paul Serignese, Jennifer Boylan

1. Minutes/Note Taker Volunteer:
   P.J. Rossitto

2. Approval of minutes from previous meeting:
   No meeting minutes taken

3. Committee Members:
   Welcome Jen O’Neil from Housing

4. 2014-2015 Operating Plans due Aug 15th:
   - In Compliance Assist – CICD, CAPS, AccessAbility, IC, JA, WC, SA
   - Not in Compliance Assist – Athletics, CCE, Housing, Health, Vets
     -If not done so already, get operating plans into CA ASAP

5. New Business:
   A. What do we want future reports to look like?
   B. Action Item: Paul S. will work with campus labs to look into new report formats.
      o Things that need to be fixed in CA: University & Division core values not in
        2014-2015 operating plans/Run report button not active to print 2014-2015
        reports.
   C. Action Item: Ken and Walter will let us know what content they want the reports to
      include.
      o Mary from Campus Labs agreed to train Ken and Walter if needed
   D. If an office doesn’t have a role in the University Strategic plan, they don’t need to
      identify Division core values associated with OP.
   E. How well is each office Assessing?
      o We discussed the AC looking into (1) 2013-2014 assessment project per
        student affairs office and give feedback as to how they are doing with
        assessment.
      o SA offices can pair up for possible training with Mary during Fall 2014.

6. Liaisons/Project Assessment Request:
   - Action Item: Committee will re-organize liaisons at September meeting
     i. Kim – Health, CCE
     ii. Cynthia – Athletics, CAPS?
     iii. Chris – Student Activities
iv. Walter – Dean of Students
v. Paul – Housing
vi. Jen B. – AccessAbility, CAPS
vii. P.J. – Center for Internships and Career Development, IC, WC, JA

- **Aug 30th is the assessment project request deadline.** Project requests can be sent to Ken or someone on AC.
- Committee will approve all September requests right away via email, anything after September will be addressed during the September AC meeting.
- **Action Items:** P.J. will send out an email reminder on 8/21

7. **Publication**
   - HANDOUT: Kim had a draft of what the OAS page would look like that she shared with the committee.
   - She has emailed Leigh and is waiting to hear back.
   - 1-2 pagers will be drafted per department and Kim will be emailing out drafts to individual departments looking for input as well as any additional comments or pictures.
   - **Action Item:** Walter would like a copy of the entire draft for review

8. **Future Discussion/Agenda Items**
   - Next Assessment Team meeting
   - Additional training for AC
   - Possible report card system for individual offices
   - Feedback on committee and campus labs
   - Our future with Campus Labs
   - Future direction of assessment and how it ties into the strategic plan
   - September meeting will include project requests
   - October meeting will begin the Assessment review process

9. **Meeting Location**
The Assessment Committee has agreed to meet in the Gelsi-Young Student Affairs meeting room 220 for the upcoming year.

10. **Announcements**
    - Hatef from housing may join the committee
    - **Action Item:** Christine Dombkowski from CCE will start the beginning stages for creating a Student Affairs Assessment Committee website.

11. **Next Meeting**
    Tuesday, September 23rd @ 2pm GY 220