In attendance: Ken Bedini, Walter Diaz, Chris Ambrosio, Chris Brechlin, PJ Rossitto, Paul Serignese, Kim Silcox, Cynthia Washburne

The Student Affairs Strategic Plan is being formatted by University Relations for use on the Division website and for internal University distribution. Kim will ask them to complete it in time for distribution at the Division Assessment Team meeting on Oct. 10.

Most of the departments within the Division have submitted their operating plans for 2013-14. VP Bedini and Dean Diaz will meet with their direct reports to review the operating plans and to identify which areas of the plans will be assessed. These meetings will take place prior to the Division meeting on Oct. 10. The Committee was asked to review the plans and submit comments to the VP and Dean. The Departments will be reminded to utilize Campus Labs for their assessment needs. After the operating plans have been reviewed and discussed, departments will be asked to identify their assessment plans for the year. During Intersession, we will talk about connecting the operating plans to the University Strategic Plan.

Kim and Chris Brechlin will draft a reporting format for the assessment plan to be added to the operating plan format. This should be submitted by the Assessment Committee meeting on Oct. 18.

The committee discussed the agenda for the Division Team meeting on Oct. 10. Attendees will include Senior Staff AND, if applicable, the staff person designated to do the department assessment work. The agenda will include:

- Will workshop one learning outcome and one program outcome from each office
- Participants will share what the process has been like; what was a challenge and what came easily
- Next steps for assessment: how our work connects to the university strategic plan
- Discussion of Mid year update plans

Next meeting of the Assessment Committee: Oct. 22, 2013 at 2pm, Gelsi Young 232