

## Assessment Committee

October 13, 2010

*Meeting Location & Time:* Dean of Students Conference Rm (3:00pm – 4:30pm)

*Members Present:* Dr. John Grotgen, Sarah VanKuiken, Dr. Kimberly Tanner, Brenda Beasley, Shawn Phippen, Ann Stone, Josh Robertson, Brian Roberts, Ann Lacey, Crystal Goode, Carla Carter-Jordan (Guest)

*Members Absent:* Rhett Moore and Holly Wright

### Meeting Minutes

1. The meeting began with an overview of the mission and timeline of the committee from conception to present by Dr. Grotgen. Handouts provided on membership, mission/goals, timeline, and assessment plan.
2. Mr. Mast, VP of Student Affairs, spoke briefly and indicated the need for a volunteer take his place co-chairing the committee. Committee organization is as follows:  
  
Co-Chairs: Dr. Grotgen & Shawn Phippen  
Webmaster: Brian Roberts ([bjrobert@valdosta.edu](mailto:bjrobert@valdosta.edu))  
Recorder: Crystal Goode
3. Dr. Grotgen reminded everyone that Institutional Effectiveness Reports are due to Dr. Kristina Cragg, Strategic Research and Analysis, by Friday, October 15<sup>th</sup>. Reports should be sent directly to Dr. Cragg via email (portal system is currently being piloted).
4. Dr. Grotgen discussed components of Student Affairs Assessment Plans (refer to Assessment Plan documents provided). Points of consideration:
  - a. Three primary types of assessment are tracking students/users, needs assessment, and measure of satisfaction. May not have all three in your annual plan but should address at least one.
  - b. Student Cultures/Environments – this is beyond the capacity of one department. Rather, we need to access results of larger research projects (e.g. CIRP, NSSE, etc.) to attain information on our students in relation to individual departmental missions/services.
  - c. Benchmarking – comparison against peer institutions. It was announced that the peer institutions identified by Office of Strategic Research and Analysis has changed. Applicability to individual departments may vary.
5. The committee discussed goals for the current academic year. Proposed goals will be forwarded to the group by Dr. Grotgen for review. Discussion centered on developing a formalized assessment process, collaborating with the Higher Education Program (Student Affairs Track), and providing departments with information on research projects assessing student culture. Suggestions presented by committee members included having consistent dates of submission each year, providing feedback on plans to each department, and creating sub-groups during feedback to reduce pressure and increase interactivensess.
  - a. Kimberly Tanner will contact Dr. Biddix regarding collaboration with Higher Education program.
  - b. Sara VanKuiken will contact Dr. Cragg for more information on CIRP survey.
6. Next meeting scheduled for November 10<sup>th</sup> from 3:00pm – 4:30pm in the Dean’s Conference Room.
7. Meeting adjourned by Shawn Phippen.