**ASSESSMENT AND RESEARCH STEERING COMMITTEE MEETING**

**Division of Student Affairs, Colorado State University**

**Friday, January 27, 2011**

**VPSA Conference Room, 201 Administration**

**10:00 to 11:00 a.m.**

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**Attending:**

Kim Bender, Barbara Richardson, Teresa Metzger, Kim Okamoto, Lisa Miller, Ann Malen, Loretta Capra, Wendy Bowling, Rose Kreston, Kacee Collard Jarnot.

**Agenda Items:**

Dave introduced Ann as the interim chair of the ARSC committee in her new role as Director of Assessment for the Division of Student Affairs.

Campus Labs Spring Webinars –

* Great training opportunity for our staff … we need to get the word out.
* Ann will follow-up with Campus Labs regarding workshops available.
* The workshop schedule is on the Student Affairs Website

Program Review – Loretta:

* See attached schedule
* Loretta will send list of staff that are willing to be part of the evaluation team and the current list of mentors to Ann.
* An evaluation team is needed for APACC.
* Loretta will send tracking sheet to Kim O. to forward to committee members.
* Residence Life had external review of their program this fall and will wrap up their Program Review by the end of the academic year.
* Loretta will gather a few folks who have recently completed their Program Review to meet with Kim Bender to assess improvements we can make to the on-line process.

Update on University Accreditation – Kim:

* Our self-study will be moving to a new website.
* There are pros and cons of utilizing rich text … staff should be able to cut and paste text now as well as use bullet lists to simplify the process, but downside is we lost a lot of the old formatting with the change.
* Kim and his assistant will be going thru to clean up those formatting changes … may take a couple weeks.
* Printing capability is lowest on the priority list …everything is moving more and more in the direction of on-line access only. Perhaps internal auditors could be granted access to log on and review on-line rather than having a hard copy.
* When we start to use .net program review, we can expect some glitches and complaints in the beginning … usually any problems can be fixed in a day or two.
* CSU is member of the Educational Advisory Board which does a lot of interesting research projects. CSU is included in a report regarding research on the Program Review process; we aren’t named, however we are Institution A in the group of four.
* The HLC steering committee is set up for our self-study; Paul Thayer serves on the committee.
  + Distance Education – group will come here to assess learning outcomes.
  + CSU has three HLC staff that go to other institutions to assess if they are utilizing their assessment to make changes:
    - Craig Beyrouty
    - Sandy Woods
    - Lou Swanson
  + Support Services is included in #4 of the 5 criteria to become accredited.

Assessment Symposium – March 30, 2012

* See attached handout

Members were requested to send any agenda items for future meetings to Ann.

**Next Meeting:**

Friday, March 9, 2012

10-11:00 a.m.

201 Administration, VPSA Conference Room