**ARSC Meeting Minutes**

**May 27, 2011 10:00 – 11:00 a.m.**

**201 VPSA Conference Room**

**Attending:** Andrea Reeve, Kim Bender, Kim Okamoto, Dave McKelfresh, Barb Richardson, Rose Kreston, Loretta Capra.

**Agenda Items:**

**Program Review Update – Loretta:**

* Attached schedule is updated as of today.
* Loretta sent an e-mail to units who have anticipated end day of May 31.
* Academic Advancement Center would like to change their anticipated end date to December 31.
  + VPSA student staff will check storage room for PR for AAC prior to 1999 and inform Loretta.
* Health Network will work on their PR this summer; Loretta will have initial meeting with Lisa and Anne soon.
* The PR for the Career Center is complete. An evaluation team consisting of Dave, Lisa and perhaps a SAHE student will review.
* The evaluation team of Dave, Pam and Andrea will meet next week to review the PR for Apartment Life and submit their summary soon. At that time, staff from Apartment Life will need to meet with Blanche.
* We need to come up with coaches for this process – all thought it would be a good idea to have potential coaches be part of a review team so they better understand what is involved.
* Members volunteered to serve as coaches as follows:
  + Lisa
    - Conflict Resolution & Student Conduct Services
    - CSU Health Network
    - GLBT Resource Center
  + Dave
    - Residence Life
    - SLiCE
  + Loretta
    - Greek Life
    - LSC-Dining
    - LSC – General
  + Rose
    - Resources for Disabled Students
  + Barbara
    - Women’s Gender & Advocacy Center
* Future conversations will be held to assess how the coaching process is working; Loretta will send an e-mail out to each unit to let them know who their Program Review coach will be.
* Kim, Loretta, and Dave will meet separately to talk about the cutoff date for transition to new database; hopefully by mid-July.

**CAS Update – Andrea:**

* A revision to counseling guidelines was approved at the April board meeting. These are now available thru website or directly from CAS.
* Financial aid standards are on their radar … there is a renewed interest with the National organization.
* Issuing a new book in CAS Standards in 2012.
* Laura Dean, University of Georgia, is the new chair of the CAS Standards Board.

**NASPA Assessment Consortium:**

During 2010-2011 assessments were conducted in the following areas:

* Res Life
* Orientation
* Greek Life
* Civic Engagement

Assessments planned for 2011-2012:

* Mental Health (positive psychology)
* Three others that we will discuss as a group

**Planning for 2011-2012:**

* Assessment Training Sessions – suggested topics:
  + Measuring process outcomes – balance of process versus action outcomes
  + Introduction of Assessment
  + CAS Standards
  + Developing student learning outcomes
  + Reporting assessment results
  + Focus groups
  + Development of partnerships to coordinate assessment strategies
  + Student Voice
  + “Ready to go” assessment projects to match up with SAHE grads
  + Student engagement
  + Utilizing data from national student clearing house – Heather in Institutional Research
  + Dave will also send an e-mail out to division staff asking for feedback
* A & R Dialogues – suggested presentations:
  + Rich Salas
  + Lupe Salazar
  + Kathy Sisneros
  + Employee Quality of Work Life Survey
  + Peter Newman – NSSE Info – 2 years
  + National Collegiate Health Association Assessment – Dave and Lisa
  + School of Education - Ethan Billings
* Symposium – possible speakers:
  + Jillian Kinsey - NSSE
  + Aaron Brower – Learning Communities

**Student Employee Quality of Work Life Assessment:**

* See handout – this survey is conducted every other year
* Each specific cluster will receive specific results for their area

**Next Meeting Topics:**

* Changes to PRISM system
* This is the last year for data collection before accreditation takes place

**Next Meeting:**

**July 8, 2011**

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

**201 Administration**