**ASSESSMENT AND RESEARCH STEERING COMMITTEE MEETING MINUTES**

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

**Friday, November 9, 2012**

**VPSA Conference Room, 201 Administration**

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

**Attending:**  Rose Kreston, Dave McKelfresh, Jason Foster, Chris Carter, Loretta Capra, Kim Bender, Michael Brake, Andrea Reeve, Kim Okamoto, Tony Pang.

**Guest:** Jason Foster

**Agenda Items:**

**Introductions**

Welcome to Jason Foster, who will be attending our committee meetings as he works on his PhD project

**Program Review – Loretta:**

* Shared updated Program Review schedule
* Career Center - has been moved to start January 2018
* Jeremy will review Anne's program review and meet with Blanche to discuss. There will be no presentation of this program review at a Directors meeting.
* LSC General, CRSCS are both awaiting review … Dave will look at putting together the review teams
* Academic Advancement may request timing of Program Review to align with their grant cycle
* Looking at creating a new template utilizing a new outline for the Program Review process. Dave and Kim will review and hope to have that in place by January 2013
* The following coaches were assigned for units starting their Program Reviews:
  + Dave - Conference Services
  + Loretta - ALVS
  + Jeannie - Off Campus Life
  + Loretta - Ram Card

**CAS Update – Andrea:**

* 8th Edition is out and available
* Next meeting - Student Personnel Masters Prep Programs will be approved
* Disability Support Services, Housing & Residence Life (including learning communities and privatization), Campus Media, and Alcohol & Tobacco Prevention Programs are all in process of revisions
* Mary Beth Dressle- Sharp is interim executive director

**Demonstration of “Effectiveness Index” – Kim Bender:**

* See attached power point, which Kim presented at a national conference
* Go to [www.prism.colostate.edu](http://www.prism.colostate.edu)
* Click on Reports, View Effectiveness Index, Student Affairs Timeline
  + Assesses strengths and weaknesses
  + What kind of taxonomy would we want for DSA and give staff an opportunity to review
  + Making quality of process visible
  + Mike suggested Kim share this information with Institutional Research
  + Hope to have this information available for DSA by next fall
  + This index was years in the making and gives us a method to measure the plan in place

**Campus Labs “Assessment Lab” – New Feature**

* See attachment - Available on the Student Voice website under "Baseline Technology"

**Assessment Symposium – Friday, March 29**

* Work Place Climate Assessment – Process and Results
  + Mary Ontiveros, Laura Jensen
* Assessment of First Year Programs
  + Jennifer Keup

**December ARSC Meeting**

* CAS Standards Report

**Next Steering Committee Meeting:**

Friday, December 14, 2012

10-11:00 a.m.

201 Administration, VPSA Conference Room