

Assessment Committee  
January 21, 2010

Present: Jim, Sharon, Wendi, Allison, Anjie

Absent: Penny, Shari

Discussion items

- A. Approve minutes from last meeting (12/16/09). [Approved. Wendi will submit to AAAC web site.](#)
- B. Updates from AAAC? Shari is currently attending the AAAC meeting (agenda sent out via email by Mark Vegter) so we will add this to our next meeting agenda.
- C. Identify a meeting time and secure location for spring meetings. Thursday's at 1p cannot work. [Thursday @ 11am](#) was identified as an alternative meeting time, we will continue to rotate every other week.
- D. Condense survey items. [Committee members completed the review and condensed the "Advisor Responsibility" and the "Advising Process" sections. Final counts: Student responsibility 7 items, Advisor responsibility 9 items, and Academic Advising- The Process 9 items. A desire to have an equitable number of items in each category was presented.](#)
- E. When to invite University Assessment Office? [Most likely, in two meeting times, we will invite Matt Fuller or John Laird to attend.](#) When to send details out to ISU-ADV listserv? [Committee members decided to share the final version of the instrument with ISU Advisors prior to sending the survey instrument to students.](#)
- F. To do for next meeting
  - i. [Revisit Question #2 under Student Responsibility & 3 sub-items. Committee members please bring your suggested ideas for these items to our meeting on February 4.](#)
  - ii. [Outline demographic questions at next meeting \(and prior to inviting UAO\)](#)
  - iii. [Finalize meeting rotation & identify a conference room \(many available from d/s of committee members\)](#)
- G. Next meeting: February 4, 11:00a.