

Assessment Committee Minutes

February 23, 2009

Present: John Walker, Anjie Almeda, Penny Long, Tim Fredstrom, Allison Anson, Wendi Whitman, Sharon Weldon, Jim Dirks. Guests: Matt Fuller, Jon Laird

The meeting began at 12:30 PM

Guests from the University Assessment Office, Jon Laird and Matt Fuller were introduced. UAO staff had been invited to the committee meeting to discuss the possibility of using focus groups in the next step of the plan to assess advising at ISU. This step is gathering student data about advising. The following is a summary of the discussion and may not be all inclusive.

1. There is a room available in the College of Business building which is designed for focus group meetings. The room is equipped with cameras and a sound system. A video of the focus group can be created and delivered to the Assessment Committee for review. UAO staff believes the room is available free of charge.
2. If the committee believes it to be necessary, a typed transcript can be made from the video. The committee would have to provide a person to make the transcript.
3. The Assessment Committee will review the video and make the interpretations of the data. The suggested method is to spend one meeting watching the video, then discussing the content in the next meeting.
4. The Assessment Committee must find the person to lead the focus group. UAO staff suggested the leader be someone knowledgeable in advising but not currently an advisor. Persons suggested include Mary Jo Fabich and Norris Porter.
5. The Assessment Committee must "locate" students to participate in the focus group.
6. There was some discussion about doing focus groups for special populations such as athletes, undeclared, etc. The consensus seemed to be that there would be one initial focus group, followed by focus groups for special populations if that need could be identified.
7. A tentative list of questions to use in the focus group was developed.
 - a. How do you describe your best advising experience?
 - b. How do you describe your ideal advising experience?
 - c. How have your *actual* experiences compared to your *ideal* experience?
 - d. What do you see as your responsibility in advisement and what do you see as your advisor's responsibility in advisement?
 - e. If you were to write a handbook for advisors at ISU what would you include
8. The committee agreed to continue discussions about the focus group process at the next meeting. March 9, 2009. Committee members will also bring in individual department advising surveys for that meeting.
9. The meeting ended at 1:30 PM