

Assessment Committee
April 29, 2010

Present: Sharon Weldon, Allison Anson, Wendi Whitman
Absent: Anjie Almeda, Jim Dirks, Penny Long, Shari Zeck

Discussion items

- 1) Approve minutes from last meeting (4/15/10). Wendi will submit to the AAAC web site.
- 2) AAAC updates- Shari. Meeting with AAAC this afternoon.
- 3) Template of survey has been built – example document provided for committee.
 - a. Reviewed the current web site and gathered feedback from committee members.
- 4) Latest email (4/28/10): "To provide feedback on this survey, please click here." but for this really big and in a different color.. Our concern is that students need to know this is a draft, because they may likely be asked to respond to the "official" document later. Again, we are not worried about their responses to the instrument, but we are MOST concerned with collecting their feedback.
- 5) Timeline projections: Continue moving forward with work in hopes of launching instrument in May and considered conducting a second survey early in the fall semester.
 - a. Wendi will work with Jon Laird to build the instrument (2 days). DONE!
 - b. UCAA will continue information gathering with students asking- 1) How would you improve this survey, 2) indicate areas of confusion, 3) what is missing, and 4) what were you surprised was here? (2-3 days). DONE!
 - c. Names of students to provide feedback- COLLECTED 106 names & READY to go! Will only send to approximately 95 because of email restrictions.
 - d. BLURB FOR EMAIL-
 - You've been asked to participate in evaluating a draft of a student perception survey regarding Academic Advising at Illinois State. Please visit URL and complete the survey, noting suggestions for improvements that you find. The survey should require less than 5 minutes to complete, and the feedback consists of 4 open ended questions.
 - Our goal is to collect feedback from students to ensure the survey addresses important topics in academic advising and is understood by students. It is important to note that your responses to the survey will not be evaluated at this time. Please provide your thoughts for improvements of the survey that may impact our final instrument.
 - At the completion of our review, you may be surveyed again as a member of the undergraduate student body at Illinois State University. Please be sure to submit your personal responses at that time to be included in a comprehensive review of academic advisement.
 - Thank you, AAAC Assessment Committee
 - e. Should we ask students if they would respond to this email after finals have concluded but before next fall semester begins? Y/N AGREED. Wendi will add this question with UAO.

- f. Incorporate revisions to survey (1-2 days) Wendi will synthesize feedback to gather trends, and prepare details on items/thoughts we've already covered or discussed in our meetings.
 - g. Request approval from AAAC to send completed survey to advisor listserv. (1-2 days) Shari taking details to AAAC today.
 - h. Share the completed survey with ISU-ADV listserv prior to disseminating to students. (Email)
 - i. Send to students & collect responses (10-14 days)
- 6) To do for next meeting:
- 7) Next meeting: May 13, 11a to noon, Fell 446 Penny please confirm whenever you are feeling better! Thanks.