

Student Affairs Assessment Committee Charter
Updated June 12, 2019

Committee Purpose

The Student Affairs Assessment Committee aims to promote and cultivate a strong assessment culture across student affairs departments. We define a culture of assessment as our commitment to evidence-based and data-driven decision-making regarding the accountability and improvement of the programs and services that we provide. Such culture of assessment is cultivated by adopting the following guidelines (Banta & Palomba, 2016; Schuh, 2013; Schuh, Biddix, Dean, & Kinzie, 2016):

- Connect assessment with program, departmental, divisional, and institutional missions, goals, and identified outcomes
- Involve and engage stakeholders at all levels across the educational community
- Embed assessment into the programs, service, or activities
- Conduct high quality and rigorous assessment
- Ensure transparency in data collection, use, and reporting
- Adopt inclusive data collection and analysis practices that ensures no individuals or groups are disadvantaged or excluded
- Close the assessment loop by utilizing assessment results to inform decision-making
- Share assessment results with various stakeholders, considering their needs
- Commit to continuous and easy-access professional development opportunities, resources, and support

By adopting these guidelines, the Committee supports the Student Affairs mission by providing evidence that documents the extent to which the mission is being addressed and offering recommendations for how to better support the strategic direction of Student Affairs.

Committee Membership

Each Student Affairs department shall have at least one full-time staff representative appointed to the committee by the department Director. Serving as the champions for assessment, representatives will attend Assessment Committee meetings and actively participate in Assessment Committee activities for a one-year minimum term.

Org Theme	Department	Committee Member
Health and Wellbeing	Recreation and Wellbeing	Aaron Kroth
	University Health Services	Amanda Jovaag
Identity and Inclusion	Gender and Sexuality Campus Center	Tiffany Lee
	International Student Services	Morgan Keller
	McBurney Disability Resource Center	Kate Doran
	Multicultural Student Center	Caitlyn Lomonte
	Veteran Services & Military Assistance Center	TBD
Student Advocacy	Associated Students Madison	Katie Steigleder
	Center for the First-Year Experience	TBD
	Dean of Students Office	Kate Dougherty
	Office of Student Conduct and Community Standards	Nicholas Oleksy
	Parent and Family Programs	Monica Ruppert
Student Leadership and Community Engagement	Center for Leadership & Involvement	Barb Kautz
	Office of Fraternity and Sorority Life	TBD
	Wisconsin Union	Jeff White
	Alumni Engagement and Development	Jeff White

Committee Goals

The Student Affairs Assessment Committee guides and supports assessment activities across Student Affairs and cultivates a culture of assessment, operationalized through the following goals:

- Review and develop assessment structure, processes, and guidelines, and make recommendations to the VCSA for establishing more effective and cohesive assessment infrastructure
- Aggregate, analyze, and disseminate assessment data for easy data access and interpretation
- Systematically review data sources and make recommendations to the VCSA for improving student learning and growth
- Propose and sponsor assessment related professional development opportunities
- Advocate for resources to support assessment work

Committee Member Roles and Responsibilities

Committee Chair: Ning Sun, Coordinator for Student Affairs Assessment

- Set agenda for and coordinate monthly meetings
- Update VCSA Chief of Staff on Committee work results and progress and solicit input

Committee Members

- Monitor assessment activities taking place in the department
- Communicate information shared via committee to appropriate staff in the department
- Attend monthly committee meetings

(Note: Committee members shall not be solely responsible for implementing and completing assessment projects. Staff overseeing a program/service area shall be the primary lead on assessment for that program/service area. Department directors are responsible for providing resources, as well as ensuring the progress and successful completion of assessment projects.)

Sponsor: Argyle Wade, Chief of Staff

- Receive and evaluate funding requests from the Committee as deemed necessary via the Committee Chair

Reference

- Banta, T. W., & Palomba, C. A. (2015). *Assessment essentials: Planning, implementing, and improving assessment in higher education* (2nd Ed.). San Francisco, CA: Jossey-Bass.
- Schuh, J. H. (2013). Developing of culture of assessment in student affairs. *New Directions for Student Services*, 2013(142), 89-98.
- Schuh, J. H., Biddix, J. P., Dean, L. A., & Kinzie, J. (2016). *Assessment in student affairs* (2nd Ed.). San Francisco, CA: Jossey-Bass.