

## Counseling Assessment Leaders Meeting

July 24, 2014 (1:00pm – 3:00pm)

Manele 101

### Meeting Agenda & Notes

*All action items are in red*

Agenda Topics	Discussion	Decision/Action
<p><b>I. Summary of Assessment and 2013-2014 Assessment Cycle</b>  <u>Objective:</u> Discuss what worked, what didn't work, and what could be improved to help improve process for next cycle.  <u>Objective:</u> Decide on "interim report"</p>	<p>&gt; See "Assessment Process Feedback July 2014" document in Assessment GoogleDoc folder</p>	<p>&gt; No interim report</p> <p>&gt; Completion of an "Assessment Plan Timeline" (see sample in Assessment GoogleDoc folder)</p>
<p><b>II. Glossary of Assessment Terms &amp; Acronyms</b>  <u>Objective:</u> Finalize a common language.</p>	<p>&gt; See "Assessment Glossary with Leaders Feedback" document in Assessment GoogleDoc folder</p>	<p>&gt; Approved all definitions EXCEPT "ed goal"</p> <p>&gt; All assessment leaders give definition of ed goal</p>
<p><b>III. SLO Program Learning Report</b>  <u>Objective:</u> Review the reporting process and consolidated assessment forms and decide on content of the report. (google sample)</p>	<p>&gt; Ana created googledoc form sample</p>	<p>&gt; Ana will share form sample for review</p> <p>&gt; All assessment leaders review sample Googleform</p> <p>&gt; Ana will look into who the report will go to once hit "submit" (Assessment Coordinator, Assessment Leader, Program Counselors)</p>
<p><b>IV. Rubrics</b>  <u>Objective:</u> Finalize updated rubric (SLO 1b updated on 04/25/14)</p>		<p>&gt; Ana will email SLO 1b rubric &amp; proposed rubric edits</p> <p>&gt; All assessment leaders review &amp; give feedback online <b>before Sept 4</b>. All assessment leaders will give feedback on each rubric based on which SLO your group addresses.</p>
<p><b>V. Assessment Calendar on Laulima</b>  <u>Objective:</u> Create an overall assessment calendar for Laulima site and decide content (i.e. meeting</p>	<p>&gt; Some program/clusters gave their schedule to include in assessment</p>	<p>&gt; Need other program/cluster's schedule to include in assessment</p>

<p><i>schedules of cluster/program related to assessment, share-outs, etc.).</i></p>	<p>calendar</p>	<p>calendar</p>																		
<p><b>VI. Monthly Meetings*: 2:30pm – 4:30pm</b>  <i>(typically 1<sup>st</sup> Thursdays of each month)</i></p> <table border="1" data-bbox="142 359 743 556"> <thead> <tr> <th data-bbox="142 359 370 394">Summer 2014</th> <th data-bbox="370 359 560 394">Fall 2014</th> <th data-bbox="560 359 743 394">Spring 2015</th> </tr> </thead> <tbody> <tr> <td data-bbox="142 394 370 426">June 5</td> <td data-bbox="370 394 560 426">September 4</td> <td data-bbox="560 394 743 426">January 8</td> </tr> <tr> <td data-bbox="142 426 370 457"><del>July 3</del> July 10</td> <td data-bbox="370 426 560 457">October 2</td> <td data-bbox="560 426 743 457">February 5</td> </tr> <tr> <td data-bbox="142 457 370 489">24</td> <td data-bbox="370 457 560 489">November 6</td> <td data-bbox="560 457 743 489">March 5</td> </tr> <tr> <td data-bbox="142 489 370 520"><del>August 7</del></td> <td data-bbox="370 489 560 520">December 4</td> <td data-bbox="560 489 743 520">April 2</td> </tr> <tr> <td></td> <td></td> <td data-bbox="560 520 743 552">May 7</td> </tr> </tbody> </table> <p>*frequency based on assessment reporting need</p>	Summer 2014	Fall 2014	Spring 2015	June 5	September 4	January 8	<del>July 3</del> July 10	October 2	February 5	24	November 6	March 5	<del>August 7</del>	December 4	April 2			May 7		<p>&gt; All decided to cancel August 7 meeting to work on agenda action items online</p>
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<p><b>VII. Topics for next meeting</b></p> <p>a. <b>Assessment Share-outs</b>  <i>Objective: Establish a regular schedule for counselors and purpose of share-outs.</i></p> <p>b. <b>Laulima site</b>  <i>Objective: Decide the organization and level of access to the site. – done!</i></p>		<p>&gt; Need to decide Assessment Share-outs</p> <p>&gt; <b>Laulima Site Roles:</b>  <b>Maintain:</b> Assessment Coordinator + Assessment Leaders  <b>Access:</b> All other counselors</p>																		
<p><b>VIII. Comments/Questions</b></p>		<p>&gt;</p>																		

Present: Ana Bravo, Sharon Fowler, Sheryl Fuchino-Nishida & Lori Maehara (in place of Cynthia Kimura), Wes Maekawa, Michaelyn Nakoa, Lani Suzuki-Severa

**Assessment Leaders Meeting Summer 2014**

Feedback for **Summary of Assessment** and **2013-2014 Assessment Cycle** Process

*Objective: Discuss what worked, what didn't work, and what could be improved to help improve process for next cycle.*

STRENGTHS	CHALLENGES	RECOMMENDATIONS	NOTES	Decision/Action
	<p>Inconsistent understanding of when to assess and report</p>	<p>Have an interim report for the year/s certain groups are not submitting a formal report</p>	<p>“interim” report:</p> <ul style="list-style-type: none"> <li>● timeline</li> <li>● content</li> <li>● common timeline for collecting, analyzing, &amp; reporting data</li> <li>● purpose: ensure everyone is on track; all groups can be a part of assessment dialogue; can receive timely assistance if needed</li> </ul>	<ul style="list-style-type: none"> <li>● No interim report</li> <li>● Instead, each program will submit an “assessment plan timeline” for each program/cluster at the beginning of each 3-year cycle (Ana will create the timeline form to submit starting this fall—googledoc)</li> <li>● Each Targeted Pops program will do own timeline and have own google doc</li> </ul>
	<p>Inconsistent reporting tool</p>	<ul style="list-style-type: none"> <li>● Collapse report so there are no multiple reports to complete</li> </ul>	<ul style="list-style-type: none"> <li>● Ideas: -Googledoc linked to each group’s Lulima (Ana will check access)</li> </ul>	<ul style="list-style-type: none"> <li>● One report to complete—googleform (leaders give</li> </ul>

			-separate googledoc group's (maintain vs view)	feedback to the googleform draft)
	Need to clarify role of assessment leaders (i.e. One assessment leader for 9 programs)			
	Untimely submission of some reports	<ul style="list-style-type: none"> <li>• "assessment plan timeline"</li> </ul>		Programs will submit an assessment timeline - Ana will send form through googledoc
	Unclear about what leader's roles are for reporting			

## Counseling Assessment Leaders Meeting

September 4, 2014 (8:00am – 10:00pm)

Kahikoluamea Center, Ekahi

### Meeting Agenda & Notes

*All action items are in red*

Agenda Topics	Discussion	Decision/Action
<p><b>I. Assessment Management System (AMS)</b></p> <p><i>Objective: Update group re: Taskstream</i></p>	<ul style="list-style-type: none"> <li>➤ Update: new AMS will be purchased in Sept</li> <li>➤ Tentative timeline: Fall 2016 full campus implementation</li> </ul>	<ul style="list-style-type: none"> <li>➤ Counseling Assessment Leaders would like input on content of AMS report</li> </ul>
<p><b>II. Summary of Assessment &amp; 2013-2014 Assessment Cycle</b></p> <p><i>Objective: Give feedback on "Assessment Plan Timeline" (sample in Assessment GoogleDoc folder)</i></p>	<ul style="list-style-type: none"> <li>➤ Feedback on "Assessment Plan Timeline":                             <ul style="list-style-type: none"> <li>● define each column -- include legend/narrative</li> <li>● prepopulate final report date column for each program/cluster</li> <li>● clearly identify which ones are "if necessary/needed" steps</li> <li>● "reassess" period: may be during next cycle</li> <li>● clarify that this is a planning document</li> <li>● clarify that this is filled out by beginning of every 3-year cycle</li> <li>● clarify 3-year cycle on assessment timeline</li> <li>● ensure timeline chart matches googleform</li> <li>● include description of purpose of form</li> <li>● approve "Assessment Plan Timeline" in Oct meeting → implement in Nov</li> </ul> </li> </ul> <p>FYI: new 3-year cycle meeting (to revisit SLO's &amp; plans for the new cycle) will happen before the beginning of the next 3-year cycle</p>	<ul style="list-style-type: none"> <li>➤ <b>Ana will update Assessment Plan Timeline Chart based on feedback by Oct meeting</b></li> </ul>
<p><b>III. Glossary of Assessment Terms &amp; Acronyms</b></p> <p><i>Objective: Finalize a common language.</i></p>	<ul style="list-style-type: none"> <li>➤ Approved all definitions EXCEPT "ed goal"</li> <li>➤ Since "academic" is only mentioned in PLG 2; leaders determined the word is not necessary because "education" is already being used</li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>All assessment leaders work online for definition of ed goal</b></li> <li>➤ Finalize definition in Oct meeting</li> <li>➤ <b>Ana remove "academic" on PLG 2 -- done</b></li> </ul>
<p><b>IV. Counseling Learning Report</b></p> <p><i>Objective: Review the reporting process and consolidated assessment forms</i></p>	<ul style="list-style-type: none"> <li>➤ "template" or googleform</li> <li>➤ All assessment leaders review sample Googleform</li> <li>➤ Ana will look into who the report will go to once hit "submit" (Assessment Coordinator, Assessment Leader, Program Counselors)</li> </ul>	<ul style="list-style-type: none"> <li>➤ For now, use consolidated template</li> <li>➤ <b>During Fall '14, leaders will review google form sample</b></li> <li>➤ Complete edits &amp; finalize form by end of Fall '14</li> </ul>

<p><i>and decide on content of the report. (google form sample)</i></p>		<ul style="list-style-type: none"> <li>&gt; Implement googleform starting Fall '15 reports</li> <li>&gt; Will use this googleform to establish the Counseling Taskstream</li> </ul>
<p><b>V. Rubrics</b></p> <p><i>Objective: Finalize updated rubric</i></p>	<ul style="list-style-type: none"> <li>&gt; Ana emailed SLO 1b rubric &amp; proposed rubric edits -- finalized SLO 1b)</li> <li>&gt; Assessment leaders reviewed &amp; gave feedback online--need to continue to review</li> <li>&gt; All assessment leaders will give mandatory feedback on each rubric based on which SLO your group addresses; leaders can also give feedback on other SLO's</li> <li>&gt; Leaders are encouraged to work with other leaders who are assessing the same SLO's to develop final SLO</li> <li>&gt; Leaders input suggested changes online in Googledoc titled: "Counseling SLO Rubric with assessment leaders feedback"</li> <li>&gt; Ana will synthesize suggested changes &amp; bring back to leaders' meeting for final approval</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Finalized SLO 1b rubric</li> <li>&gt; <b>Leaders will give mandatory feedback for own area</b></li> <li>&gt; Groups assessing same SLO's are encouraged to work together</li> <li>&gt; <b>Leaders input online--Ana will synthesize</b></li> <li>&gt; prioritize by sept 2015 year</li> </ul>
<p><b>VI. Assessment Calendar on Laulima</b></p> <p><i>Objective: Create an overall assessment calendar for Laulima site and decide content (i.e. meeting schedules of cluster/program related to assessment, share-outs, etc.).</i></p>	<ul style="list-style-type: none"> <li>&gt;</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>Need other program/cluster's schedule to include in assessment calendar</b></li> </ul>
<p><b>VII. Assessment Share-outs</b></p> <p><i>Objective: Establish a regular schedule and the purpose of share-outs.</i></p>	<ul style="list-style-type: none"> <li>&gt; Leaders want share-outs to be to campus, not just within Counseling or Student Services (i.e. poster sessions)</li> <li>&gt; Same SLO groups have "coffee hour" (PLG--once a month; start in Spring 2014)</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Need to finalize purpose of share-outs in Oct meeting</li> </ul>
<p><b>VIII. Comments/Questions</b></p>		

**Monthly Meetings\*: 2:30pm - 4:30pm**  
*(typically 1<sup>st</sup> Thursdays of each month)*

Summer 2014	Fall 2014	Spring 2015
June 5	September 4	January 8
<del>July 3</del> July 10	October 2	February 5
24	November 6	March 5
<del>August 7</del>	December 4	April 2
		May 7

\*frequency based on assessment reporting need

Present: Ana Bravo, Sharon Fowler, Cynthia Kimura, Wes Maekawa, Kristie Malterre, Michaelyn Nako, Lani Suzuki-Severa, Lisa Wong (visitor)

## Counseling Assessment Leaders Meeting

October 2, 2014 (2:30pm – 4:30pm)

### Meeting Agenda & Notes

*All action items for Assessment Leaders are in red*

Agenda Topics	Discussion	Decision/Action
<b>I. Updated Assessment Plan Timeline</b>  <i>Objective: Finalize timeline form.</i>	<ul style="list-style-type: none"> <li>➤ Reviewed updates during meeting--updates look good</li> <li>➤ Leaders asked to upload updated form for final review</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ana upload updated form in Assessment Leaders googlefolder</li> <li>➤ <b>Leaders review &amp; give final comments by Oct. 15</b></li> </ul>
<b>II. Glossary of Assessment</b>  <i>Objective: Finalize "ed goal" definition</i>	<ul style="list-style-type: none"> <li>➤ Leaders want to keep definition broad enough so that other counseling programs/units can use the definition.</li> <li>➤ Use "she" pronoun &amp; singular "student" – add notation at bottom of documents to indicate choice</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ana change all documents to singular "student"</li> <li>➤ Ana change all documents to "she" pronoun</li> <li>➤ <b>Leaders do last review of rest of glossary by Oct 15</b></li> </ul>
<b>III. Rubrics</b>  <i>Objective: Finalize other rubrics based on edits from leaders.</i>	<ul style="list-style-type: none"> <li>➤ Because only reviewed by 2 counselors, the group was not able to finalize the rest of the rubrics</li> <li>➤ Levels of rubrics will stay as is. Need feedback from leaders to make rubrics more clear and measurable.</li> <li>➤ All assessment leaders will give mandatory feedback on each rubric based on which SLO your group addresses; leaders can also give feedback on other SLO's</li> <li>➤ Leaders are encouraged to work with other leaders who are assessing the same SLO's to develop final SLO</li> <li>➤ Leaders input suggested changes online in Googledoc titled: "Counseling SLO Rubric with assessment leaders feedback"</li> <li>➤ Ana will synthesize suggested changes &amp; bring back to leaders' meeting for final approval in Nov meeting</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ana change all documents to singular "student" and "she" pronoun</li> <li>➤ <b>Leaders complete rubrics initial feedback by Oct. 15</b></li> <li>➤ <b>Leaders review rubrics with everyone's feedback by Nov. 6</b></li> <li>➤ Final decision on Nov. 6 meeting</li> </ul>
<b>IV. Counseling Learning Report 2014</b>  <i>Objective: Address questions/concerns that came up writing the 2014 report.</i>	<ul style="list-style-type: none"> <li>➤</li> </ul>	<ul style="list-style-type: none"> <li>➤ tabled</li> </ul>
<b>V. Counseling Learning Report draft</b>  <i>Objective: Get feedback.</i>	<ul style="list-style-type: none"> <li>➤ Need feedback on content, format, and organization.</li> <li>➤ Leaders are encouraged to input their report on the googledoc draft as a run-thru</li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Leaders review &amp; give initial feedback during Nov. 6 meeting</b></li> </ul>
<b>VI. Assessment Share-outs</b>	<ul style="list-style-type: none"> <li>➤ Share-out purpose: to provide opportunities for counselors to dialogue about assessment across</li> </ul>	<ul style="list-style-type: none"> <li>➤ Finalized purpose of share-outs</li> </ul>



<p><i>Objective: Establish a regular schedule and the purpose of share-outs.</i></p>	<p>counseling units/programs (e.g. best practices, methodology, timeline, etc.)</p> <ul style="list-style-type: none"> <li>➤ For this year, share-out purpose NOT across campus (ideas on campus share-out in the future: bulletin announcements, convocation, etc.)</li> <li>➤ Counseling share-outs per semester, based on PLG's</li> <li>➤ Velocity vs. accuracy</li> </ul>	
<p><b>VII. Comments/Questions</b></p>	<ul style="list-style-type: none"> <li>➤ Final assessment docs are posted on Lulima (accessible by ALL counselors)</li> <li>➤ Leaders refer to Google folder for all working documents (accessible only by Assessment Leaders)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ana upload updated rubrics into Lulima by Nov meeting -- add note that document is draft form</li> </ul>

**Monthly Meetings\*: 2:30pm – 4:30pm**

*(typically 1<sup>st</sup> Thursdays of each month) in Kahikoluamea Center, Ekahi*

Summer 2014	Fall 2014	Spring 2015
June 5 <del>July 3</del> <del>July 10</del> July 24 <del>August 7</del>	September 4 October 2 November 6 December 4	January 8 February 5 March 5 April 2 May 7

\*frequency based on assessment reporting need

**Present:** Ana Bravo, Sharon Fowler, Cynthia Kimura, Wes Maekawa, Kristie Malterre, Lani Suzuki-Severa, Russ Kinningham (in training)

**Absent:** Michaelyn Nakoa

## Counseling Assessment Leaders Meeting

November 6, 2014 (2:30pm – 4:30pm)

### Meeting Agenda & Notes

*All action items for Assessment Leaders are in red*

Agenda Topics	Discussion	Decision/Action
<p><b>I. Glossary of Assessment</b></p> <p><i>Objective: Finalize Student Affairs Glossary</i></p>	<ul style="list-style-type: none"> <li>➤ Student Affairs assessment terms will be integrated into a campus assessment terms</li> <li>➤ Currently only has 2 similar terms as Instructional: “rubric” and “SLO”</li> <li>➤ Instead of using “AKA,” state within definition:               <ul style="list-style-type: none"> <li>- Performance indicator can also be referred to as <i>performance measure</i>.</li> <li>- Student Learning Outcome can also be referred to as <i>Student Learning Objectives</i></li> </ul> </li> <li>➤ Use second definition of SAO (“A Service Area Outcome statement is a concrete, measurable statement...”)</li> <li>➤ For SAO, use different example (not MKC)</li> <li>➤ Move Ed goal to proper alphabetical placement</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ana make changes -- upload updated list to Google Docs</li> <li>➤ <b>Leaders review before final approval in Dec meeting</b></li> </ul>
<p><b>II. Rubrics</b></p> <p><i>Objective: Finalize other rubrics based on edits from leaders.</i></p>	<ul style="list-style-type: none"> <li>➤ Finalized the rubrics for the following SLO’s: 1b, 1c, 1d, 3a, 3b</li> <li>➤ Due to missing one of the academic &amp; career counselors, we are tabling the review of the following SLO’s: 1a, 2a, 2b,</li> <li>➤ Did not have time to review the following: 4a, 4b, 4c, 4d, 5a, 5b</li> <li>➤ Ana will clean up rubrics for final approval in Dec meeting</li> <li>➤ The following will be reviewed for final approval in Dec. meeting: 1a, 2a, 2b, 4a, 4b, 4c, 4d, 5a, 5b</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ana clean up rubrics with newly approved SLO rubrics</li> <li>➤ Rubrics to be reviewed for Dec. meeting: SLO 1a, 2a, 2b, 4a, 4b, 4c, 4d, 5a, 5b (highlighted in yellow)</li> <li>➤ <b>Leaders review before final approval in Dec meeting</b></li> </ul>
<p><b>III. Updated Assessment Plan Timeline</b></p> <p><i>Objective: Each program/cluster complete assessment timeline.</i></p>	<ul style="list-style-type: none"> <li>➤ <i>fyi: Completed timeline: BLTCH, Health/Nursing/EMS, MKC, HIC, Kahi; need TP</i></li> </ul>	
<p><b>IV. Counseling Learning Report draft</b></p> <p><i>Objective: Get feedback.</i></p>	<ul style="list-style-type: none"> <li>➤ <i>fyi: Kristie has feedback (emailed to Ana)</i></li> </ul>	<ul style="list-style-type: none"> <li>➤ Tabled</li> </ul>
<p><b>VI. Assessment Share-outs</b></p> <p><i>Objective: Establish a regular schedule.</i></p>	<ul style="list-style-type: none"> <li>➤ <i>fyi: Kristie &amp; Sharon have input on share-out schedule (emailed to Ana)</i></li> </ul>	<ul style="list-style-type: none"> <li>➤ Tabled</li> </ul>
<p><b>VII. Comments/Questions</b></p>	<ul style="list-style-type: none"> <li>➤ Accreditation visit tomorrow, Nov. 7</li> </ul>	<ul style="list-style-type: none"> <li>➤</li> </ul>

**Monthly Meetings\*: 2:30pm – 4:30pm**

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\*frequency based on assessment reporting need

**Present:** Ana Bravo, Cynthia Kimura, Wes Maekawa, Michaelyn Nakoa, Lani Suzuki-Severa

**Absent:** Sharon Fowler, Kristie Malterre, Russ Kinningham (Assessment Leader in training)

## Counseling Assessment Leaders Meeting

December 4, 2014 (2:30pm – 4:30pm)

### Meeting Agenda & Notes

*All action items for Assessment Leaders are in red*

Agenda Topics	Discussion	Decision/Action
<p><b>I. Glossary of Assessment</b></p> <p><i>Objective: Final Approval</i></p>	<ul style="list-style-type: none"> <li>➤ previous action item: Ana make changes -- upload updated list to Google Docs; Leaders review before final approval in Dec meeting</li> <li>➤ Ana &amp; Dawn plan to share at Accreditation/Assessment Workgroup Meeting beginning of Spring 2015                             <ul style="list-style-type: none"> <li>-Leaders recommend using counselors' definition of "Rubric"</li> </ul> </li> <li>➤ Final changes from Assessment Leaders:                             <ul style="list-style-type: none"> <li>-update "Outcome" -- (remove from "Learning outcomes...")</li> <li>-update "Performance Indicator" (remove last sentence from paragraph)</li> <li>-update "Service Area Outcome" (replace "objective" to "outcome" within definition; fix few grammatical errors)</li> <li>-Add "Criterion for Success" to list &amp; use Instructional definition</li> <li>-Add "assessment" to list &amp; use Instructional's definition</li> <li>-Add "Closing the Loop" to list &amp; use Instructional definition</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Ana make final changes based on feedback</li> <li>➤ Leaders give final approval as long as final changes are made.</li> </ul>
<p><b>II. Rubrics</b></p> <p><i>Objective: Final Approval</i></p>	<ul style="list-style-type: none"> <li>➤ Ana cleaned up rubrics with newly approved SLO rubrics</li> <li>➤ Leaders reviewed before final approval in Dec meeting</li> <li>➤ Rubrics approved: SLOs 1a, 2a</li> <li>➤ Rubrics still need final approval: SLOs 2b, 4a, 4b, 4c, 4d, 5a, 5b (highlighted in yellow on Counseling SLO Assessment Rubric GoogleDoc)</li> <li>➤ need final clarification from MKC: SLO 2b (what exactly do you want students to learn?)</li> <li>➤ need more clarification before approval: SLOs 4a &amp; 4b</li> <li>➤ Since BLTCH has completed their assessment, BLTCH will use the original 2-level rubric (not the 3-level rubric proposed) for SLO 4a</li> </ul>	<ul style="list-style-type: none"> <li>➤ Approved rubrics for SLOs 1a &amp; 2a</li> <li>➤ For January meeting, need approval for SLOs 2b, 4a, 4b, 4c, 4d, 5a, 5b</li> </ul>
<p><b>III. Updated Assessment Plan Timeline</b></p> <p><i>Objective: All complete</i></p>	<ul style="list-style-type: none"> <li>➤ <i>fyi: Completed timeline: BLTCH, Health/Nursing/EMS, MKC, HIC, Kahi; need TP</i></li> </ul>	<ul style="list-style-type: none"> <li>➤ ALL completed timeline -- Thank you!!</li> </ul>

<i>assessment timeline.</i>		
<b>IV. Counseling Learning Report draft (GoogleForm)</b>  <i>Objective: Get feedback.</i>	<ul style="list-style-type: none"> <li>&gt; Was tabled from last meeting</li> <li>&gt; fyi: Kristie has feedback (emailed to Ana)</li> <li>&gt; feedback will assist in development of Taskstream Counseling SLO assessment form</li> <li>&gt; Ana has shared draft of GoogleForm to Dawn &amp; Stephanie Nelson during Non-Instructional Assessment Dec. 3 meeting (Stephanie complimented group for the document)</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Assessment Leaders give feedback to Ana</li> </ul>
<b>VI. Assessment Share-outs</b>  <i>Objective: Establish a regular schedule.</i>	<ul style="list-style-type: none"> <li>&gt; Was tabled from Nov. meeting</li> <li>&gt; Emailed suggestion: a Friday in Spring 2015</li> </ul>	<ul style="list-style-type: none"> <li>&gt; tabled</li> </ul>
<b>VII. Comments/Questions</b>	<ul style="list-style-type: none"> <li>&gt; AMS Update -- Taskstream Implementation Teams (tentative launch-March)</li> <li>&gt; Student Affairs Counseling's assessment work was complimented during SLO ad-hoc meeting</li> <li>&gt; fyi: Accreditation Update: Commission meeting in Jan 7-9 to decide final accreditation decision</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Ana will ask clarify what the specific roles of counselors are in Taskstream group</li> </ul>

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*(typically 1<sup>st</sup> Thursdays of each month) in Kahikoluamea Center, Ekahi*

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		May 7

\*frequency based on assessment reporting need

**Present:** Ana Bravo, Sharon Fowler, Cynthia Kimura, Russ Kinningham (Assessment Leader in training), Wes Maekawa, Kristie Malterre, Michaelyn Nakoa, Lani Suzuki-Severa

**Absent:** none

## **Kristie's feedback re: Counseling Learning Report GoogleForm 11/5/14**

I realize that this google form that was shared is shadowing the form for reporting that already exists. Is there any room to re-look at this form for clarity, usability, and meaningfulness?

I would like to provide the following feedback to the google form (below). The first item mentioned for Part I is a simple editing issue; the other points are dependent upon whether or not we can revisit the original reporting form content as we move forward.

### Part I: SLO/Planning

In timeline, I think the last term in the farthest right column should read "Fall 2015" (not Fall 2016).

### Part II: Data Collection

Could these two text boxes on "Means for Assessment" be collapsed into one and cover all areas being requested in the current two separate boxes?

### Part IV: Next Steps

Can information being requested in the "Next Steps" and "Action Plan" boxes be collapsed? The information seems similar. If truly separate, perhaps some clarification/rationale for the distinction would be helpful.

### Part V: Implement Changes/Next Steps

Information being requested in the "Implement Changes/Next Steps" box seems similar to Part IV "Action Plan" box information. If truly separate, perhaps some clarification/rationale for the distinction would be helpful.

## Counseling Assessment Leaders Meeting

January 21, 2015 (9:30am – 10:30am)

### Meeting Agenda & Notes

*All action items for Assessment Leaders are in red*

Agenda Topics	Discussion	Decision/Action
<p><b>I. Glossary of Assessment</b></p> <p><i>Objective: Final Approval</i></p>	<ul style="list-style-type: none"> <li>&gt; Ana &amp; Dawn shared at Taskstream Group meeting in December. Group will incorporate in campus assessment glossary (note for when creating campus glossary: Leaders recommend using counselors' definition of "Rubric")</li> <li>&gt; Ana made final changes based on the following final recommendations from Assessment Leaders (Per Leaders, final approval as long as final changes are made):               <ul style="list-style-type: none"> <li>-update "Outcome" -- (remove from "Learning outcomes...")</li> <li>-update "Performance Indicator" (remove last sentence from paragraph)</li> <li>-update "Service Area Outcome" (replace "objective" to "outcome" within definition; fix few grammatical errors)</li> <li>-Add "Criterion for Success" to list &amp; use Instructional definition</li> <li>-Add "assessment" to list &amp; use Instructional's definition</li> <li>-Add "Closing the Loop" to list &amp; use Instructional definition</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>&gt; add "criterion for success" to list to be approved at February meeting</li> <li>&gt; <b>review final changes from today for approval at next meeting</b></li> </ul>
<p><b>II. Rubrics</b></p> <p><i>Objective: Final Approval</i></p>	<ul style="list-style-type: none"> <li>&gt; 2 documents pertaining to rubrics located in Counseling Learning Assessment Google Doc:               <ol style="list-style-type: none"> <li>1) "Counseling SLO Rubric Final": all rubrics that have been approved (clean version)</li> <li>2) "Counseling SLO Rubric with assessment leaders feedback": working document that shows history</li> </ol> </li> <li>&gt; Rubrics still need final approval at this meeting: <b>SLOs 2b, 4a, 4b, 4c, 4d, 5a, 5b</b> (highlighted in yellow on Counseling SLO Assessment Rubric GoogleDoc)</li> <li>&gt; From last meeting:               <ul style="list-style-type: none"> <li>- need final clarification from MKC: SLO 2b (what exactly do you want students to learn?)</li> <li>- need more clarification before approval: SLOs 4a &amp; 4b</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>&gt; Rubrics approved today: SLOs 2b, 4a, 4b</li> <li>&gt; <b>Rubrics need to be approved: SLOs 4c, 4d, 5a, 5b</b></li> </ul>
<p><b>III. Updated Assessment Plan Timeline</b></p>	<ul style="list-style-type: none"> <li>&gt; All groups completed timeline by December</li> </ul>	<ul style="list-style-type: none"> <li>&gt;</li> </ul>

<i>Objective: Update.</i>		
<b>IV. Counseling Learning Report draft (GoogleForm)</b> <i>Objective: Update</i>	<ul style="list-style-type: none"> <li>&gt; Ana &amp; Dawn shared template to assist in development of Taskstream template</li> <li>&gt; Dawn working with Emily to create template using current counseling assessment template</li> </ul>	
<b>VI. Assessment Share-outs</b> <i>Objective: Establish a regular schedule.</i>	> Targeted Pops schedule proposal	> continue discussion in February meeting
<b>VII. Comments/Questions</b>	<ul style="list-style-type: none"> <li>&gt; AMS Update -- Taskstream Implementation Teams (tentative launch-March)</li> <li>&gt; fyi: Accreditation Update: Commission meeting in Jan 7-9 to decide final accreditation decision</li> </ul>	> Ana will ask clarify what the specific roles of counselors are in Taskstream group

**Monthly Meetings\*: 2:30pm – 4:30pm**

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\*frequency based on assessment reporting need

**Present:** Ana Bravo, Sharon Fowler, Cynthia Kimura, Russ Kinningham (Assessment Leader in training), Kristie Malterre

**Absent:** Michaelyn Nakoa, Lani Suzuki-Severa, Wes Maekawa



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## Counseling Assessment Leaders Meeting

February 5, 2015 (2:30pm – 4:30pm)

### Meeting Agenda & Notes

*All action items for Assessment Leaders are in red*

Agenda Topics	Discussion	Decision/Action
<b>I. Glossary of Assessment</b>  <i>Objective: Final Approval</i>	<ul style="list-style-type: none"> <li>➤ Ana made final changes based on the following final recommendations from Assessment Leaders:                             <ul style="list-style-type: none"> <li>- add “criterion for success”</li> </ul> </li> <li>➤ Additional feedback from Assessment Leaders:                             <ul style="list-style-type: none"> <li>- include IEMs and ARPD samples</li> <li>- put link to IEMs and ARPD as references</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Ana update glossary</li> <li>➤ <b>Need final approval from Assessment Leaders through email</b></li> </ul>
<b>II. Rubrics</b>  <i>Objective: Final Approval</i>	<ul style="list-style-type: none"> <li>➤ Rubrics approved from January meeting: SLO’s 2b, 4a, 4b</li> <li>➤ Rubrics still need final approval at this meeting: <b>SLOs 4c, 4d, 5a, 5b</b> (highlighted in yellow on Counseling SLO Assessment Rubric GoogleDoc)</li> <li>➤ SLO 4c: remove “resources” as “(s)” after “resource” in rubric</li> <li>➤ SLO 4d: same changes as SLO 4c</li> <li>➤ Revisited SLO 4a -- re-approved with edited final rubric (Yes vs No -- with recommended number of resources if quantifying). See <i>Counseling SLO Rubrics with Assessment Feedback</i> working document for details.</li> <li>➤ Revisited SLO 4b -- change back to original rubric</li> <li>➤ Ana will update Laulima once ALL rubrics are finalized</li> </ul>	<ul style="list-style-type: none"> <li>➤ Rubrics approved today: SLOs 4c, 4d, 5a, 5d</li> <li>➤ Rubrics re-approved today: SLOs 4a, 4b</li> <li>➤ Assessment leaders approved ALL rubrics as of today!</li> </ul>
<b>III. Updated Assessment Plan Timeline</b>  <i>Objective: Update.</i>	<ul style="list-style-type: none"> <li>➤ Timeline matrix</li> </ul>	<ul style="list-style-type: none"> <li>➤ tabled to March meeting</li> </ul>
<b>IV. AMS: Taskstream</b>  <i>Objective: Update</i>	<ul style="list-style-type: none"> <li>➤ Development of Counseling SLO template in progress</li> <li>➤ Pilot by end of March</li> <li>➤ Distinct roles: “Piloters” vs. “Early Adapters”</li> <li>➤ Dawn &amp; Steph to join us for March meeting</li> </ul>	<ul style="list-style-type: none"> <li>➤ tabled to March meeting</li> </ul>
<b>VI. Assessment Share-outs</b>  <i>Objective: Establish a regular schedule.</i>	<ul style="list-style-type: none"> <li>➤ Targeted Pops schedule &amp; format proposal -- need Leaders’ feedback &amp; ideas</li> <li>➤ Do not call as “share-outs,” but “sharing” because it will be a dialogue between counselors.</li> <li>➤ Ideas:                             <ul style="list-style-type: none"> <li>-different sharing sessions by PLG groups</li> <li>-one session with ALL counselors there (rotation</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Ana ask CAAC Exec Team if can use previously-scheduled SAC meeting date (May 8 9-11am) for Assessment Sharing</li> <li>➤ Ana ask if VCSA can send official email re: Assessment</li> </ul>

	format) -each counselor share their program's assessment	Sharing & if VCSA can provide breakfast > Leaders come up with name of sharing session to finalize in March meeting > Continue planing in March meeting
<b>VII. Comments/Questions</b>	> AMS Update -- Taskstream Implementation Teams (tentative launch-March)  > fyi: Accreditation Update: Commission meeting in Jan 7-9 to decide final accreditation decision	>

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**Present:** Ana Bravo, Cynthia Kimura, Russ Kinningham, Kristie Malterre, Michaelyn Nakoa, Lani Suzuki-Severa

**Absent:** Sharon Fowler



Ana Bravo <abravo@hawaii.edu>

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## Counseling Assessment Leaders Meeting Notes for February 2015 meeting

24 messages

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Ana Bravo <abravo@hawaii.edu>

Wed, Feb 11, 2015 at 5:03 PM

To: Michaelyn Nakoa <mnakoa@hawaii.edu>, Cynthia Kimura <ckimura@hawaii.edu>, Kristie Malterre <kristies@hawaii.edu>, Sharon Fowler <fowlers@hawaii.edu>, Mitsuyo Suzuki-Severa <suzukimi@hawaii.edu>, Russell Kinningham <kinningh@hawaii.edu>

Cc: Wesly Maekawa <wesly@hawaii.edu>, Dawn Zoni <zonid@hawaii.edu>

Hi Assessment Leaders,

We've finalized our rubrics! Thank you everyone for your hard work and patience! It's been a long time coming. Please thank your groups also for giving their feedback.

Below are documents from our February meeting (also available in our Counseling Learning Assessment Google Folder).

[February 2015 meeting notes](#): feel free to edit!

### Updates:

- CAAC Exec has approved us to use the May 8 9-11am date (previously save for SAC meeting) to hold our Assessment Sharing event. Let's continue planning at our March meeting. Please inform your groups to save the date. Should I announce it at our CAAC meeting this Friday?
- I'm waiting for Brenda to let me know if she can send the email informing counselors to attend the Assessment Sharing event and if she can provide some breakfast.
- We didn't get to this since we ran out of time, but Dawn & Steph will be coming joining us briefly during our March meeting to update us on Taskstream.

[FINAL Counseling SLO Rubrics](#): We did it! Please share with your groups. I've uploaded it in Laulima.

[Student Affairs Glossary](#): Please give final approval by **next Friday, Feb. 20**.

Please let me know if you have any questions.

take care,  
Ana

## Counseling Assessment Leaders Meeting

March & April 2015  
Meeting Agenda & Notes

### Assessment Cafe (May 8) Plan

*Updated after 04/02/15 meeting*

**Event title:** Assessment Cafe

**Event date/time:** May 8, Friday, 9am-11am

**Location:** Iliahi 123ABC

### **OBJECTIVES:**

#### **After the Assessment Cafe, counselors...**

- **will become more aware of their own assessment process and be able to reflect on that experience** [original: introspection]
- **will become aware of the assessment process and experience of programs with similar or different SLO's from them** [original: will know what other programs are doing that share the same and different SLO and learn from each other; will take away lessons learned (highlights, challenges, successes)]
- **will enhance their knowledge to improve their assessment process** [original: will get feedback from others (especially one-person shop)]

#### **"By-product":**

- **will gain more knowledge about other counseling program** [original: will learn about what other counselor units do -- learn about each other's programs -- areas of responsibilities aligned to SLO's]
- in preparation for process: counselors within each cluster will understand their own cluster's assessment process -- everyone within the same cluster will be on the same page
- ~~the dialogue will clarify each unit's connection to the campus mission~~

**\*\*Don't need for updates assessment (glossary, rubric, etc.)**

### **Assessment Cafe Sampling Menu**

put agenda & talking points on menu

## TALKING POINTS

- Highlights
- Challenges
- Success

## AGENDA:

TIME	ACTIVITY	Person/s Responsible	Notes
8:15-9:00	Set-up	Ana & Assessment Leaders	<ul style="list-style-type: none"><li>• breakfast</li><li>• Culin set up at 8:45</li></ul>
9:00-9:15 (15 min)	Intro	Ana	<ul style="list-style-type: none"><li>• Welcome</li><li>• Brenda hello</li><li>• Explain menu &amp; process</li></ul>
9:15 - 10:45 (90 min)	Sharing Q&A	Ana & Assessment Leaders	<ul style="list-style-type: none"><li>• 5-min sharing &amp; 10-min Q&amp;A for each PLG</li><li>• (See below for <i>time guide for facilitators</i>)</li></ul>
10:45-11:00 (15 min)	Closing	Ana  Michaelyn	<ul style="list-style-type: none"><li>• Final comments</li><li>•</li><li>• Post-dialogue Eval (explain preference for 3-year review of assessment)</li></ul>

### Rounds (time guide for facilitators)

	PLG 1	PLG 2	PLG 4	PLG 3 & 5
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<b>Group 1</b>	<b>4 units:</b> 9:15-9:20 9:20-9:25 9:25-9:30 9:30-9:35  <b>Q&amp;A:</b> 9:35-9:45	<b>1 unit:</b> 9:45-9:50  <b>Q&amp;A:</b> 9:50-10:00	<b>3 units:</b> 10:00-10:05 10:05-10:10 10:10-10:15  <b>Q&amp;A:</b> 10:15-10:25 (ends earlier)	<b>2 units:</b> 10:25-10:30 10:30-10:35  <b>Q&amp;A:</b> 10:35-10:45
<b>Group 2</b>	<b>4 units:</b> 9:15-9:20 9:20-9:25 9:25-9:30 9:30-9:35  <b>Q&amp;A:</b> 9:35-9:45	<b>1 unit:</b> 9:45-9:50  <b>Q&amp;A:</b> 9:50-10:00	<b>4 units:</b> 10:00-10:05 10:05-10:10 10:10-10:15 10:15-10:20  <b>Q&amp;A:</b> 10:20-10:30	<b>1 unit:</b> 10:30-10:35  <b>Q&amp;A:</b> 10:35-10:45
<b>Group 3</b>	<b>4 units:</b> 9:15-9:20 9:20-9:25 9:25-9:30 9:30-9:35  <b>Q&amp;A:</b> 9:35-9:45	<b>1 unit:</b> 9:45-9:50  <b>Q&amp;A:</b> 9:50-10:00	<b>4 units:</b> 10:00-10:05 10:05-10:10 10:10-10:15 10:15-10:20  <b>Q&amp;A:</b> 10:20-10:30	<b>1 unit:</b> 10:30-10:35  <b>Q&amp;A:</b> 10:35-10:45
<b>Group 4</b>	<b>4 units:</b> 9:15-9:20 9:20-9:25 9:25-9:30 9:30-9:35  <b>Q&amp;A:</b> 9:35-9:45	<b>1 unit:</b> 9:45-9:50  <b>Q&amp;A:</b> 9:50-10:00	<b>4 units:</b> 10:00-10:05 10:05-10:10 10:10-10:15 10:15-10:20  <b>Q&amp;A:</b> 10:20-10:30	<b>1 unit:</b> 10:30-10:35  <b>Q&amp;A:</b> 10:35-10:45
<b>Group 5</b>	<b>3 units:</b> 9:15-9:20 9:20-9:25 9:25-9:30  <b>Q&amp;A:</b> 9:30-9:40 (ends earlier)	<b>1 unit:</b> 9:40-9:45  <b>Q&amp;A:</b> 9:45-9:55 (ends earlier)	<b>4 units:</b> 9:55-10:00 10:00-10:05 10:05-10:10 10:10-10:15  <b>Q&amp;A:</b> 10:15-10:25 (ends earlier)	<b>1 unit:</b> 10:25-10:30  <b>Q&amp;A:</b> 10:30-10:40 (ends earlier)

## **GROUPS**

*\*Assessment Leaders*

<b>GROUP 1</b>	<b>PLG 1</b>	<b>PLG 2</b>	<b>PLG 3</b>	<b>PLG 4</b>	<b>PLG 5</b>
<b>BLTCH - Cynthia*</b>	<b>1b, 1d</b>			<b>4a</b>	
<b>HSN - Wes</b>	<b>1a, 1b, 1c, 1d</b>				
<b>MKC - Shannon</b>	<b>1a, 1b</b>	<b>2a, 2b</b>			
<b>TYE - Cory</b>	<b>1a, 1b</b>			<b>4c</b>	
<b>MHW - Lori F</b>			<b>3a, 3b</b>	<b>4a</b>	<b>5a</b>

<b>GROUP 2</b>	<b>PLG 1</b>	<b>PLG 2</b>	<b>PLG 3</b>	<b>PLG 4</b>	<b>PLG 5</b>
<b>BLTCH - Lori S</b>	<b>1b, 1d</b>			<b>4a</b>	
<b>HSN - Cheri</b>	<b>1a, 1b, 1c, 1d</b>				
<b>MKC - Lisa</b>	<b>1a, 1b</b>	<b>2a, 2b</b>			
<b>Kahi - Ana*</b>				<b>4a, 4c, 4d</b>	
<b>TRIO - Brandon</b>	<b>1b, 1c, 1d</b>				
<b>DSSO - Mary Ann</b>				<b>4b</b>	<b>5a, 5b</b>



<b>SPDH - Cathy</b>				<b>4a, 4c</b>	<b>5a, 5b</b>
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<b>GROUP 3</b>	<b>PLG 1</b>	<b>PLG 2</b>	<b>PLG 3</b>	<b>PLG 4</b>	<b>PLG 5</b>
<b>BLTCH - Sheryl</b>	<b>1b, 1d</b>			<b>4a</b>	
<b>HSN - Crystalyn</b>	<b>1a, 1b, 1c, 1d</b>				
<b>MKC - Sharon*</b>	<b>1a, 1b</b>	<b>2a, 2b</b>			
<b>HIC - Lani*</b>				<b>4a, 4b</b>	
<b>TRIO - Teri</b>	<b>1b, 1c, 1d</b>				
<b>MVP - Flo</b>				<b>4a, 4b</b>	<b>5a, 5b</b>
<b>Kahi - Sharoh</b>				<b>4a, 4c, 4d</b>	

<b>GROUP 4</b>	<b>PLG 1</b>	<b>PLG 2</b>	<b>PLG 3</b>	<b>PLG 4</b>	<b>PLG 5</b>
<b>BLTCH - Lori M</b>	<b>1b, 1d</b>			<b>4a</b>	
<b>MKC - Melvin &amp; Gemma</b>	<b>1a, 1b</b>	<b>2a, 2b</b>			
<b>NHSS - Michaelyn*</b>			<b>3a</b>	<b>4a, 4c</b>	
<b>Kuilei - Sheldon</b>	<b>1c, 1d</b>			<b>4a</b>	

Kahi - Regina				4a, 4c, 4d	
TRIO - No'eau	1b, 1c, 1d				

GROUP 5	PLG 1	PLG 2	PLG 3	PLG 4	PLG 5
HSN - Russ*	1a, 1b, 1c, 1d				
MKC - Steve & Amy	1a, 1b	2a, 2b			
Kahi - Kristie*				4a, 4c, 4d	
DSSO - Jos				4b	5a, 5b
NHCTE - Rona	1a, 1b			4c	
HIC - Mimi				4a, 4b	

## **HOMEWORK TIMELINE**

**April 7 (Tues):** Ana sends counselors homework (for counselors to complete *Assessment Summary Template & Assessment Experience Template*)

**April 20 (Mon):** Counselors submit *Assessment Summary Template* to their assessment leaders

**April 24 (Fri):** Assessment leaders submit all completed *Assessment Summary Templates* to Ana

**May 1 (Fri):** Ana sends homework (for counselors to review *Assessment Summary Template* prior to Assessment Cafe; remind to complete *Assessment Experience Template*) to each group

**May 8 (Fri):** Counselors complete and bring *Assessment Experience Template* to Assessment Cafe

## **TO DO:**

- Create “menu” (agenda + talking points; ~~list of resources?~~) -- Ana, (done)
- Create “name plates” (counselor’s name + SLO’s) --
- Mirriam to order breakfast (tea, coffee, croissant, fruits?) -- Ana (done)

- Create talking points template -- Ana (done)
- Send talking points template to all counselors -- Ana (done)
- Pre- and post- eval -- Michaelyn (in progress)
- Counselors would have pre event homework of review of all rubrics, talking points template & ~~pre-eval~~ (done)
- Email homework to all counselors -- Ana (done)
- Assessment leaders bring & wear apron**
- Assessment leaders bring tablecloth for their table**
- Create facilitator role outline -- Ana (done)

**Assessment Leaders Packet (Ana to print for day-of):**

- Assessment Cafe menu.
- groups breakdown.
- time guide.
- set of the summary worksheets for own group.
- blank *Assessment Experience Worksheet* as a guide.
- Counseling SLO matrix & schedule.
- Counseling rubrics.
- Student Affairs Glossary.
- Assessment Timeline.

**Table Reference Documents (for reference per table; Ana to print for day-of)**

- set of the summary worksheets for each group.
- blank *Assessment Experience Worksheet* as a guide.
- Counseling SLO matrix & schedule.
- Counseling rubrics.
- Student Affairs Glossary.

**Assessment Leaders' Facilitator Role**

- I. For event ambiance:
  - A. Bring & wear apron
  - B. bring tablecloth for your own table
- II. During sharing time (9:15am-10:45am):
  - A. keep track of time (see Time Guide for Facilitators above)
  - B. ensure counselors are sticking with talking points as outlined in *Assessment Experience Worksheet*
  - C. help clarify questions & answers regarding assessment
- III. FYI:
  - A. Assessment Summary Worksheet -- Health Sci, EMS, Nursing want to be combined in one worksheet