

**The Assessment Committee
Student Affairs
Valdosta State University**

MEMORANDUM

TO: Student Affairs Department Heads

FROM: Student Affairs Assessment Committee
Russell F. Mast, Dr. John Grotgen, Co-Chairs

RE: **Departmental Assessment Plans, 2005 – 2006**

DATE March 2, 2005

You will recall that in September 2004 The Assessment Committee met with each department and provided feedback regarding the state of assessment within each department. More importantly, The Committee consulted with each department regarding directions for the future development of assessment activities.

Now we continue the process of developing a Comprehensive Assessment Plan for Student Affairs by focusing on the year 2005 – 2006.

Attached are three important documents. They are:

1. Your Departmental Assessment Inventory Report completed in the Summer of 2004. [Note that the Inventory Report includes comments from The Assessment Committee directed to each element (Frequency, Needs, etc.) of The Comprehensive Model of Assessment. These comments were “Satisfactory”, “Needs Further Development”, “Needs Further Information”, or “Needs Development”. These comments formed the basis of our collaboration when we met with each Department in September 2004.]
2. A new form, Student Affairs Assessment Plan, 2005 – 2006. This form is also provided on disk. [The purpose of this form is to describe your departmental Assessment Plan for the year 2005 - 2006. The form allows you to describe the current assessment processes that you will carry over into the coming year, as well as changes or new assessment activities.]
3. Directions for Completing the Student Affairs Assessment Plan, 2005 – 2006 Form. This is likewise provided on disk.

Please complete the Student Affairs Assessment Plan, 2005 – 2006 Form and return it to The Committee by _____. The Committee will then review your assessment plans, and will provide feedback in time to implement by July 1, 2005.

The Committee is committed to making this a helpful, positive process, so please don't hesitate to contact any Committee member should you have any questions.