West Chester University
Student Affairs Assessment Council

The primary mission of the Student Affairs Assessment Council is to establish and monitor the assessment activities for the Division of Student Affairs. Specific responsibilities of the council will include:

1. Guide divisional assessment projects that would assess divisional goals and student learning outcomes (e.g., paraprofessional assessment; programming assessment);

2. Implement a unified and coordinated assessment program across the division;

3. Implement specific assessment projects as needs arise;

4. Establish approaches for collaboration so as to maximize the resources in the division;

5. Implement assessment planning, reporting, and evaluation of assessment efforts and action plans, including providing feedback to departments on their plans and activities;

6. Provide support for assessment efforts, including designing a recognition structure for assessment activity;

7. Establish a standard format for department bi-monthly and annual reports (e.g., use of Filemaker, etc.);

8. Assist staff in the division in understanding the articulated student learning outcomes for the Division of Student Affairs;

9. Create learning opportunities for the Assessment Council and for the staff of the Division of Student Affairs (i.e., webinars, brown bag workshops, etc.);

10. Create and monitor a user friendly Student Affairs Assessment Council website.

The Student Affairs Assessment Council will meet monthly, prior to the Student Affairs Divisional Staff meeting. They will ensure that all departments have assessment plans, that the plans are implemented, the results reported, and the results are used to improve the programs and services offered.

Adapted from the University of Oregon, Student Affairs Assessment Council Charge.