

Feedback Meeting Guidelines
Outcomes Assessment II Committee

When conducting feedback meetings it is important that we :

1. Ensure that feedback meetings are a dialogue, a respectful two-way street of communication with our colleagues.
2. Ensure that the feedback given is constructive, helpful and substantive.
Therefore, before a team asks for a feedback meeting, let us ask “Is this feedback really worth a meeting?” A brief phone call with a follow-up e-mail may be enough.
3. Ensure that we are not evaluating the program or the activities of the unit.
We are merely reviewing the assessment of their activities and the report. It is important to review assessment within the context and goals of that unit, not our own unit or division. We sometimes ask questions when aspects of the assessment or the report are not articulated clearly. For example, some divisions require the implementation of student learning outcomes. Other divisions do not require anything resembling student learning outcomes. For these areas, this would be impractical at best.
4. Do not question nor mandate how many reports each unit submits.
We must respect each vice president’s or supervisor’s direction in terms of number of reports and level of detail.
5. Take the information that they submit and respond in a way that is tactful and positive.
6. End each meeting by asking the person or persons if they have any feedback for us about our process, communication, training, etc.
Please bring this important feedback to the committee or the chair.
 - ❖ In the future, the OACII report form will ask the supervisor “If a feedback meeting is conducted with the individual submitting this report, do you wish to be included?”

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