



STUDENT AFFAIRS
MINUTES

DATE: 11/3/2020
PURPOSE: A-Team Meeting

**1. Welcome – Ice Breaker
Members Present**

Members	Present & When to decorate for Christmas?	Absent
Abby Langham (A&SP)	<i>X – around thanksgiving but might do a little earlier this year. Usually take it down New Year’s Day. Christmas music already for</i>	
Somer Givens (A&SP)	<i>X – cannot go up until after Audrey’s birthday. Usually thanksgiving weekend but has to be put down by New Year’s Day. Don’t like Christmas music until after thanksgiving</i>	
Katherine Fuchs (A&SP)	<i>X – Christmas begins Thanksgiving weekend</i>	
Amy Mosley (Property Mgmt)	<i>X – do it before thanksgiving, want it up for more than 2 weeks. Has to come down before New Year’s Day</i>	
Benard Goins (Greek Life)		<i>Absent w/o notice</i>
Billy Ferris (Media)		<i>With Notice</i>
Ivy Sibley (Student Conduct)	<i>X – not in to decorating at all</i>	
Kathryn-Ruth Sasser (Student Center)	<i>X – right after thanksgiving, but going through kitchen remodeling so unsure right now</i>	
Kristee Treadwell (Student Counseling & Psychological Services)	<i>X – after thanksgiving, take it down around New Year’s Day because they are usually traveling a lot. Rule: Christmas music until after thanksgiving</i>	

Lexy Payne (Housing)	<i>X – depends because she moves a lot so sometimes Christmas tree will be up until March, but usually start sometime after election season and then whenever she moves</i>	
Lucy Seagle (Medical Clinic)		<i>Absent w/o notice</i>
Markie Pasternak (HPWS)	<i>X – love Christmas music, listens to it all year round. 103.7 plays Christmas music in October and that's how she tells when to begin decorating</i>	
Pearson Brown (Student Involvement)	<i>X – December 1st is a great way to begin, but take it down before you go back to work</i>	
Sarah King (FYE)	<i>X – November 1st but listens to Christmas music year-round; take it all down after visiting families</i>	
Shelby Sims (Campus Rec)		<i>With Notice</i>
Torey Palmer (P&FP)	<i>X – November 1st but only his office. Office was wonderfully decorated. Big Christmas Fan</i>	
William Walker (Campus Dining)	<i>X – When he's told to, just kidding, but when he gets the go ahead its full-blown decorating.</i>	

2. **A-Team Meeting Schedule and Microsoft Teams Reminder:** Fall 2020 meetings via Zoom only. Zoom link will be the same for the entire 2020-2021 year: <https://auburn.zoom.us/j/98502135721>

3. **Assessment Moment at Coffee**

- November 2020– *Property Management (Amy Mosley)*
- December 2020– *Auburn Cares (Ivy to reach out to AC)*
- January 2021 – *Student Counseling & Psychological Services (Kristee Treadwell)*
- February 2021- *HPWS (Markie Pasternak)*
- March 2021- *Student Media (Billy Ferris)*
- April 2021- *Student Involvement (Pearson Brown)*
- May 2021 – *Student Center (Kathryn-Ruth Sasser)*
- June 2021 – *Parent & Family Programs (Torey Palmer)*
- August 2021 – *First Year Experience (Sarah King)*
- September 2021 – *Greek Life (Benard Goins)*
- October 2021 – *Campus Recreation (Shelby Sims)*

4. 2020-2021 A-Team Member Presentations:

10 min each or less: a short presentation about what is going on in your department.

When presenting at A-Team meetings, address any challenges or questions you have and highlight how you use data to inform your decision-making. Note the types of data you collect (headcounts, interactions, usage, types of surveys – home grown and national and what is asked on these instruments, etc). Share what your annual outcomes are and how you strategically chose them and how you use the findings/results of the data collected. Discuss what tools you use to collect, analyze, and share findings.

Also, feel free to speak about any programmatic or operational changes your office made as a result of Covid-19 and how you are collecting data/tracking/measuring success for those adjustments. You could also include any challenges/lessons learned that the group might benefit from hearing. What creative ways have you identified to reach students and collect data during the pandemic?

Meeting Date	Department Name 1	A-Team Member	Department Name 2	A-Team Member
11/03/2020	Student Center	Kathryn-Ruth Sasser		
12/01/2020	SCPS	Kristee Treadwell		
1/05/2020	Student Involvement	Pearson Brown		
2/02/2020	Student Media	Billy Ferris		
3/02/2020	Health Promotion	Markie Pasternak		
4/06/2020	Parent & Family Programs	Torey Palmer		
5/04/2020	Campus Recreation	Shelby Sims		

5. Effectiveness Reports:

- Departments create 1st drafts of their effectiveness reports in AU Planning – *Sept. 16-Oct. 6, 2020*
- A&SP to conduct initial review and initially score rubric for each outcome – *Oct. 12 – Oct. 23, 2020*
- A&SP to send initial review w/feedback to departments for revisions – *November 3-6, 2020*
- Departments to revise effectiveness reports based on A&SP feedback and resubmit final draft for review – *November 9-20, 2020*
- *Notes*
 - i. In process of providing feedback, but by the end of the week everyone will have their effectiveness Reports*
 - ii. After feedback changes, reports are due November 20th*
 - iii. No peer review, only A&SP grading*

iv. Overall, report will be used for SACS accreditation

6. SA Spotlight (Monthly Update):

- October 2020 data due on Thursday, November 5th
- Detailed instructions: <https://auburn.box.com/s/mt3rufa90vbp20y0ix6x20bhigr9jw1x>
- Upload to Box (October Template):
<https://auburn.box.com/s/jw6nqwpf22v7cgec527y8l085qu20e32>
- Remember comparison data
- Remember to include raw figures and %
- 35 words or less – Please write for publication
- Avoid abbreviations
- Notes

i. Media & marketing are two different areas now

ii. Student media more in line with Student Involvement

iii. Spotlight Data is due on the 5th

iv. Enter information into Box file

7. Assessment Curriculum: <http://assessment.auburn.edu/assessment-curriculum/>

October trainings will be online only.

• **Tier 1: Foundational**

Designing an Assessment Project	11/19 @ 11:00am
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• **Tier 2: Intermediate**

Benchmarking	11/19 @ 9:00am
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• **Tier 3: Advanced**

Interpreting Results	11/19 @ 1:30pm
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• Notes

i. Curriculum is set for this month

ii. Grow in skills to better serve students

8. 2019-2020 Annual Report – Covid-19 Notes section

• Notes

i. Due in July

ii. More report on office, staffing structure, key accomplishments, etc.

iii. Shared with AVPs

iv. Used to put together Callout magazine

9. Program Review

- *Notes*
 - i. At phase of educating and informing self-study panel teams*
 - ii. Conducted a data audit*
 - iii. Internal review*
 - iv. Series of 4 meetings for self-study panel*
 - v. Feedback A&SP has gotten so far:*
 - 1. Although program review process doesn't start until May/June, if you know you are going through program review start in February and looking at CAS standards and pulling out pieces that will work as evidence for your department*

10. Diversity Action Plan

- *Notes*
 - i. Getting ready with first meeting on Thursday*

11. Callout/Snapshot

12. Save the Date: Virtual NASPA-AL Drive-In Conference, January 29, 2021

- Currently accepting program proposals (Deadline 11/30/20):
https://apps.naspa.org/cfp/evt_frm_user.cfm?event_id=2588
- *Notes*
 - i. Super affordable*
 - ii. Scholarships are also available*

13. Notes

- *Abby:*
 - i. Reminder to check Teams, to not miss any notifications or communications*
 - ii. Confirms Amy is still set for brief presentation at Coffee tomorrow*
- *Kathryn-Ruth Member Presentation:*
 - i. Student Center:*
 - 1. Focus on Foy desk evaluation*
 - 2. About 40 student employees went through performance review process*

- a. *Compare scores based on rubric that full-time employees and student employees used*
 - b. *Then 1:1 meeting to go over self-assessment and performance review to talk about how to improve*
 - c. *Laid out in November 2019 able to go through first process, before COVID, but had to switch gears. Most of the process stayed the same though. Timeline changed specifically with the 1:1's, as they were no longer mandatory. Some students still opted to have a 1:1.*
 - d. *Biggest finding was that most students rated themselves lower, than management scored them.*
 - e. *Overall, full-time employees/management hypothesized that most students would be 3 or higher and that was true according to performance reviews, but students average score was 2.2.*
 - i. *Students rated themselves lower.*
 - ii. *Goal to dive into it more later in the spring*
- ii. *Tips: Communicate more about why this process is important and provide more understanding*
 - iii. *Instrument used: Rubric through campus labs.*