



STUDENT AFFAIRS
MINUTES

DATE: 3/2/2021
PURPOSE: A-Team Meeting

1. Welcome – Ice Breaker

Members	Present	Absent
Abby Langham (A&SP)	X	
Somer Givens (A&SP)	X	
Katherine Fuchs (A&SP)	--	<i>Absent with notice</i>
Amy Mosley (Property Mgmt)	--	<i>Absent without notice</i>
Benard Goins (Greek Life)	X	
Billy Ferris (Media)	X	
Ivy Sibley (Student Conduct)	X	
Kathryn-Ruth Sasser (Student Center)	X	
Kristee Treadwell (Student Counseling & Psychological Svcs)	X	
Lexy Payne (Housing)	X	
Lucy Seagle (Medical Clinic)	X	
Markie Pasternak (HPWS)	X	
Pearson Brown (Student Involvement)	X	
Sarah King (FYE)	X	
Shelby Sims (Campus Rec)	X	<i>Shelby's last meeting, he is moving to UAH</i>
Torey Palmer (P&FP)	X	
William Walker (Campus Dining)	X	

2. A-Team Meeting Schedule and Microsoft Teams Reminder:

Will meet on Zoom rest of spring. Hopefully meet in person for the last A-Team Meeting of the year.

Date	Start	End	Room
3/02/2021 Tue	3:00 PM	4:00 PM	ZOOM
4/06/2021 Tue	3:00 PM	4:00 PM	ZOOM
5/04/2021 Tue	3:00 PM	4:00 PM	ZOOM

Zoom link for meetings will stay the same: <https://auburn.zoom.us/j/98502135721>

3. Assessment Moment at Coffee

- 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
3/02/2021	Student Involvement & Student Media	Pearson Brown Billy Ferris
4/06/2021	open	open
5/04/2021	Health Promotion	Markie Pasternak
8/2021	Parent & Family Programs	Torey Palmer
9/2021	Campus Recreation	TBA

Pearson Brown: shared the Annual Report from Student Involvement; Link to report:

<http://wp.auburn.edu/involve/2019-2020-year-in-review/>

SI is using Box to organize their file structure and their monthly and annual reporting. Pearson likes to keep the folder pinned so that he can update reports in real time as the activities are happening. Each month they prepare documents for KPIs and Assessment Highlights that later on end up in the annual report.

SI uses a standard template for in-house assessment processes. They share these during regular staff meetings. Link to Template:

<https://auburn.box.com/s/477iuorh5td1j04m4mu0tp40mzc9rpr2>

Billy Ferris: Discussion of the transition/decision to move away from weekly print paper to digital version of *The Plainsman*. To help make this decision they looked at several years of internal Plainsman budget trends, industry trends, business trends, and town hall meetings with 400+ colleges and university newspaper advisors. The pandemic did NOT cause this

transition, but it did speed up this process due to advertisers not having money to advertise. The decision/change was made with heavy student input based on several data sources. They also dug deep into Google Analytics for opportunities – went from 1 podcast to 3 podcasts. Both qualitative and quantitative data sources were used. In this situation, the data helped to prompt the students to move forward and be on board with the change, even though it was emotional, the students found it logical to make these decisions.

Billy shared a quote from a student: *“If anyone is coming out of the pandemic without doing something different then you haven’t learned anything”*

Q/A:

Abby – Are there any software resources, applications, and/or tools that will have division-wide licenses that other departments may be able to use? Would we be able to use Issu to help create resources for our department websites?

Billy – Yearly resources our department is using: Invoicing Software for Ads (not relevant to other areas); Website production (used solely for the five Student Media organizations); Issuu is a website that takes a PDF and converts it into a virtual magazine. This could be useful to several departments. It is a subscription-based software with a yearly cost that varies depending on which plan you want to use. Billy suggested getting a plan that allows embedding your content into your existing websites so it isn’t solely on Issuu. You also have to make that PDF ADA compliant. The Auburn Circle uses a company called Accessible Document Solutions (*The Circle* is a 100-page PDF and costs about \$550 to convert to an ADA compliant document).

5. Review Revisions to Quality of Co-Curricular Assessment Rubric: Share revised rubric and template per A-Team’s feedback from last meeting (please review prior to attendance)

- Revised Rubric Draft: <https://auburn.box.com/s/86wac4tj15901fu1tnpsyjkdmmjm4w5s8>

Abby discussed changes that were implemented and opened the floor to A-Team discussion. All were in favor of moving forward with current state of Rubric. The rubric will also be added to our A&SP website.

- Revised AU Planning
Template: <https://auburn.box.com/s/jyppiut6drbfb2xpv4cd9kwxcyq4470>

Abby walked through the AU Planning template and showed the new addition of the definitions and instructions to connect the rubric to the AU Planning template.

6. SA Spotlight (Monthly Update):

- February 2021 data due on Friday, March 5.
- Detailed instructions: <https://auburn.box.com/s/mt3rufa90vbp20y0ix6x20bhigr9jw1x>
- Upload to Box (February Template):
<https://auburn.box.com/s/xalfk1v0njj63nzc2m4ogmpgsgx6ipxz>
- Remember comparison data
- Remember to include raw figures and %

- **35 words or less** – Please write for publication
- Avoid abbreviations

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

Rooms have been reserved in Student Center for in person training to resume. (Zoom links are also available if we cannot meet in person) Click on links below to RSVP to training sessions.

March 25, 2021

- **Tier 1: Foundational**

AU Planning I & Outcome Writing	11:00am
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- **Tier 2: Intermediate**

Outside-the-Box Methods	9:00am
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- **Tier 3: Advanced**

Dashboards	1:30pm
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8. **Program Review**

- Abby shared some comments regarding overall Program Review and how it is a good practice to review the CAS Standards for your department/unit on a yearly basis as you plan your assessment practices. The units that will undergo Program Review next year are Auburn Cares, A&SP, and Student Involvement.
- The CAS Standards are in a Box file that are accessible to our division:
<https://auburn.box.com/s/ew6l67ad0t9hn7k6oo5y7ms8nnl5d1vi>
- There are 47 standards so everyone will have at least one that fits their functional area. If you need help identifying a CAS Standard for your functional area please reach out to a member of A&SP and we will help you.
- Comment from Shelby – Look at the sections (1-12) in your CAS standards and start organizing documents that you have and start organizing folders by sections (1-12) so that when you create your document directory it is easier.