

Student Affairs

MINUTES

Date: 10/5/2021

PURPOSE: A-Team Meeting

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1. **Welcome/Introductions** – Name, Dept, Title (Welcome to Chase Chaplin as new member for HPWS)
2. **Ice Breaker –** What was your favorite Halloween costume from when you were younger or in recent years?

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| Members | Present | Absent |
| Abby Langham (A&SP) | *x* |  |
| Katherine Fuchs (A&SP) |  | *x (with notice)* |
| Joanne LaBuda (Campus Dining) | *x* |  |
| Corie Baldwin (Campus Rec) | *x* |  |
| Sarah King (FYE) |  | *x (with notice)* |
| Benard Goins (Greek Life) | *x* |  |
| Chase Chaplin (HPWS) | *x* |  |
| tbd (Med Clinic) |  | *-* |
| Torey Palmer (P&FP) |  | *x* |
| Amy Mosley (Property Mgmt) | *x* |  |
| Kathryn-Ruth Sasser (Student Center) |  | *x (with notice)* |
| tbd (Student Conduct/Auburn Cares) |  | *-* |
| Kristee Treadwell (SCPS) | *x* |  |
| Billy Ferris (Student Involvement) | *x* |  |
| Alexis Davis (Student Involvement) | *x* |  |
| Lexy Payne (University Housing) |  | *x* |

1. **A-Team Meeting Schedule**

Meeting Schedule for this year:

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| --- | --- | --- | --- |
| **Date** | **Start** | **End** | **Room** |
| 10/05/2021 Tue | 3:00 PM | 4:00 PM | MSC 2222/2223 |
| 11/02/2021 Tue | 3:00 PM | 4:00 PM | MSC 2222/2223 |
| 12/07/2021 Tue | 3:00 PM | 4:00 PM | MSC 2222/2223 |
| 1/04/2022 Tue | 3:00 PM | 4:00 PM | MSC 2222/2223 |
| 2/01/2022 Tue | 3:00 PM | 4:00 PM | MSC 2222/2223 |
| 3/01/2022 Tue | 3:00 PM | 4:00 PM | MSC 2222/2223 |
| 4/05/2022 Tue | 3:00 PM | 4:00 PM | MSC 2222/2223 |
| 5/03/2022 Tue | 3:00 PM | 4:00 PM | MSC 2222/2223 |

1. **Assessment Moment at Coffee** 
   * ~~August 2021~~ *~~– First Year Experience (Sarah King)~~*
   * ~~September 2021~~ *~~– Greek Life (Benard Goins)~~*
   * October 2021 *– Campus Recreation (Corie Baldwin)*
   * November 2021 – *Campus Dining (Joanne LaBuda)*
   * December 2021 – *HPWS (Judith White)*
   * January 2022 – *SCPS (Kristee Treadwell)*
   * February 2022 – *Property Management (Amy Mosley)*
   * March 2022 – *Student Involvement (Billy & Alexis)*
   * April 2022 – *Student Center (Kathryn-Ruth Sasser)*
   * May 2022 – *PFP (Torey Palmer)*
2. **2021-2022 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?

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| **Meeting Date** | **Department Name** | **A-Team Member** |
| ~~8/03/2021~~ | ~~Parent & Family Programs~~ | ~~Torey Palmer~~ |
| ~~9/07/2021~~ | ~~Campus Recreation~~ | ~~Corie Baldwin~~ |
| 10/05/2021 | Property Management | Amy Mosley |
| 11/02/2021 | FYE | Sarah King |
| 12/07/2021 | HPWS | Judith White |
| 1/04/2022 | SCPS | Kristee Treadwell |
| 2/01/2022 | Student Involvement | Billy Ferris & Alexis Davis |
| 3/01/2022 | Student Center | Kathryn-Ruth Sasser |
| 4/05/2022 | Campus Dining | Joanne LaBuda |
| 5/3/2022 | Greek Life | Benard Goins |

**Highlights from A-Team Member Assessment Presentation - Property Management**

* Amy Mosley shared about Flow-e, an email workflow/organization system that she utilizes in Property Management
* Amy shared a Qlik dashboard assembled through AU Facilities Management (that utilizes data from AiM tracking software) for showing a snapshot of PM’s work management system data.

-Average days to completing work orders

-Work order counts

-Work orders by problem codes, etc.

1. **SA Spotlight (Monthly Update):**
   * The Spotlight publication is posted monthly and archived on our website at: <http://assessment.auburn.edu/resources/findings-reports/>
   * Monthly reporting takes place annually from September (for August data) through May (for April data).
   * Starting in fall 2021, a new section will be added to the template to capture monthly on-going efforts for diversity, equity, and inclusion (DEI).
   * September 2021 data due end of today, October 5th
   * Detailed instructions: <https://auburn.box.com/s/u5j0gjq8d7est2gm9h01ry0kyarnzzv9>
   * Upload to Box (September Template): <https://auburn.box.com/s/kdlfc9kuqg9ys455lggwdzkyhnigd38o>
   * Remember comparison data
   * Remember to include raw figures and %
   * **35 words or less** – Please write for publication
   * Avoid abbreviations
2. **Assessment Curriculum:** <http://assessment.auburn.edu/assessment-curriculum/>

* Click on links below to RSVP to training sessions. Please encourage your team members to attend.
  + NOTE: Add Chase Chaplin to SA Organization in AUinvolve so that he can register for the curriculum (because he is a new hire and wouldn’t have already been in the system)
  + Reminder for A-Team members to encourage staff members in their departments to participate in the curriculum.
  + There will be make-up sessions each semester so it is not too late to get started and catch any missed sessions then.

***October 2021***

* **Tier 2: Intermediate**

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| Survey Design | [10/21 @9:00 AM in MSC #2310](https://auburn.campuslabs.com/engage/event/7136160) |

* **Tier 3: Advanced**

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| Grant Writing | [10/21 @ 1:30pm in MSC #2310](https://auburn.campuslabs.com/engage/event/7136829) |

***November 2021***

* **Tier 1: Foundational**

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| Designing an Assessment Project | [11/18@ 11:00am in SC 2310](https://auburn.campuslabs.com/engage/event/7136103) |

* **Tier 2: Intermediate**

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| Benchmarking | [11/18 @ 9:00am in SC 2310](https://auburn.campuslabs.com/engage/event/7136163) |

* **Tier 3: Advanced**

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| Interpreting Results | [11/18 @ 1:30pm in SC 2310](https://auburn.campuslabs.com/engage/event/7136871) |

1. **Outcomes Meetings and Effectiveness Reports:**
   * Reminder: All work to finalize assessment plans should now be complete by departments (outcome, consensus, action steps, and methods sections of Effectiveness Reports for 2021-2022). This was due 8/16/2021. Please check to see that this was done for your departments asap.
2. **Update on Diversity, Equity, and Inclusion Student Survey**

* SA internal plans to use spring 2021 SoundRocket survey findings
* SA DAP (Diversity Action Plan) is a nearly complete draft for review
* Will partner with OID for spring 2022 campus-wide climate survey

1. **Data Confidentiality Form** 
   * Available in Baseline – click link below to complete**:** [**https://baseline.campuslabs.com/au/dataconfidentiality**](https://baseline.campuslabs.com/au/dataconfidentiality)
   * If needing access to demographics files in Baseline, please send request to saasp@auburn.edu
2. **Program Review for 2021-2022: Progress Updates**
   * Auburn Cares – all independent scoring now complete. Ready to begin narrative
   * Assessment & Strategic Planning – will be assembling Review Panel this month
3. **AU Strategic Plan Update**

* Dr. Langham shared data that A&SP reported to the Provost’s Office for Year Two of AU Plan, including excerpts from departmental Annual Reports and longitudinal tracking from a few specific departments.