

Student Affairs

Minutes

Date: 1.4.2022

PURPOSE: A-Team Meeting

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Welcome – Ice Breaker –** Name one thing you’re looking forward to in 2022.

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

1. **A-Team Meeting Schedule**

Meeting Schedule for this year:

* *All meetings will be held in person however the calendar invite will be updated with an optional zoom link if necessary.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Start** | **End** | **Room** |
| 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~~)*
   * *(BUMP TO DECEMBER – Move all ahead each month)*
   * ~~November 2021 –~~ *~~Campus Dining (Joanne LaBuda)~~*
   * January 2022 – *HPWS (Chase Chaplin)*
   * February 2022 – *SCPS (Kristee Treadwell))*
   * March 2022 – *Property Management (Amy Mosley)*
   * April 2022 – *Student Involvement (Billy & Alexis)*
   * May 2022 – *Student Center (Kathryn-Ruth Sasser)*
   * June 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?

|  |  |  |
| --- | --- | --- |
| **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~~ | ~~Chase Chaplin~~ |
| 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 |

* *Dr. Kristee Treadwell shared information regarding an ongoing client satisfaction survey distributed to students who used Student Counseling & Psychological Services. These findings are used to adjust staffing, wait list, and other satisfaction-related issues as needed. The assessment is administered during the fall and spring semesters for two weeks.*

1. **SA Spotlight (Monthly Update):**

There will be no data collection for December, therefore no data will be due on January 5th

* 1. The Spotlight publication is posted monthly and archived on our website at: <http://assessment.auburn.edu/resources/findings-reports/>
  2. Monthly reporting takes place annually from September (for August data) through May (for April data).
  3. Starting in fall 2021, a new section was added to the template to capture monthly on-going efforts for diversity, equity, and inclusion (DEI).
  4. Detailed instructions: <https://auburn.box.com/s/u5j0gjq8d7est2gm9h01ry0kyarnzzv9>
  5. Upload to Box (on Template):
  6. Remember comparison data
  7. Remember to include raw figures and %
  8. **35 words or less** – Please write for publication
  9. Avoid abbreviations

1. **Assessment Curriculum:** <http://assessment.auburn.edu/assessment-curriculum/>
   1. Date Changed to highlighted

|  |  |
| --- | --- |
| **Workshops** | **Date** |
| Data-Driven Decision Making | 1/20 @ 1:30pm in SC 2310 >  Data Driven Decisions – 1/19 @ 11am |
| Program Review | 2/17 @ 1:30pm in SC 2310 > Program Review – 2/16 @ 11am |
| Dashboards | 3/24 @ 1:30pm in LAB tbd > Dashboards – 3/23 @ 11am |

Fall curriculum make-up = January 24 (tentatively between 8:00-2:00). Encourage folks to join and kick off the spring with some great free professional development.

* *Trainings offered:* 
  + *Assessment 101 (Tier 1) 9:00 am – 10: am*
  + *Survey Design ( Tier 2) 10:00 am – 11:00 am*
  + *Benchmarking (Tier 2) 11: 00 am – 12:00 pm*
  + *Interpreting Results (Tier 3) 1:00 pm – 2:00 pm*

1. **Institutional Compliance Reporting**

* Four templates in Smartsheets for SA (1) Obligations, (2) Activities, (3) Wins, (4) Risks
* <https://app.smartsheet.com/workspaces/cW4JQj97RFJj7mQ96qfW5gmw3mQHCHH6GG6MqJ81>
* Will cover compliance activities/wins from October 1, 2021 – Feb. 2022
* Examples:
* **Due date updated – Feb. 11, 2022 (HARD Deadline)**
* *Dr. Langham reviewed the new reporting, stating that it will focusing on finding trends. An example for the compliance obligation would be for the departments to review, “what are we required to report?”*
* *It is imperative that each department inserts its information by the deadline stated above. For the future, this will be a part of the annual report.*

1. **SA Departmental Outcomes** – Mid Year Check-in from each department

Departments who missed December meeting come prepared to share at February meeting.

1. **Update on Diversity, Equity, and Inclusion Student Survey**
   1. Diversity Action Plan

* Interest forms to come out soon for DAP Implementation Committee
* Survey to come out soon for feedback on Diversity Action Plan

1. **Data Confidentiality Form** 
   1. Available in Baseline – click link below to complete**:** [**https://baseline.campuslabs.com/au/dataconfidentiality**](https://baseline.campuslabs.com/au/dataconfidentiality)
   2. If needing access to demographics files in Baseline, please send request to saasp@auburn.edu
2. **Program Review for 2021-2022: Progress Updates**
   1. Auburn Cares – 4th (final meeting coming up)
   2. Assessment & Strategic Planning (1st meeting kicked off, individual scoring kicking off)
   3. Next – Greek Life and Student Involvement (2022-2023)

Start gathering evidence per the CAS Standards now.

<http://assessment.auburn.edu/wp-content/uploads/2021/05/Program_Review_Cycle_5.5.2021.pdf>