DATE: **10.4.2022**
PURPOSE: A-Team Meeting

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1. **Welcome – Ice Breaker –** What is the best design you've ever carved on a pumpkin?

Members	Present	Absent
Abby Langham (A&SP)	X	
Vanessa Finnegan (A&SP)	X	
Katelyn Stalboerger (A&SP)	X	
Corie Baldwin (Campus Rec)	X	
Sarah King (FYE)	X	
Benard Goins (Greek Life)	X	
Jason Artrip (Greek Life)		X
Karen Wright (HPWS)	X	
Alice Lee Naughton (Med Clinic)		X
tbd (P&FP)		
Amy Mosley (Property Mgmt)	X	
Andrea Conti-Elkins (Student Center)	X	
tbd (Student Conduct/Auburn Cares)		X
Kristee Treadwell (SCPS)	X	
Brad Smith (Student Involvement)		X
Alyssa Francis (Student Involvement)		X
Lexy Payne (University Housing)	X	
Mallory Beck (Business Office)	X	
Joanne LaBuda (Campus Dining)	X	
Deja Trammell (Student Advocacy)	X	

2. **A-Team Meeting Schedule –** fall/spring schedule
   - ~~Tuesday, September 6th @ 3 PM~~
   - Tuesday, October 4th @ 3 PM
   - Tuesday, November 1st @ 3 PM
   - Tuesday, December 6th @ 3 PM
   - Tuesday, February 7th @ 3 PM
   - Tuesday, March 7th @ 3 PM
   - Tuesday, April 4th @ 3 PM
   - Tuesday, May 2nd @ 3 PM

3. **Assessment Moment at Coffee** – Instructions: The highlight is a very brief 1-2 minute message. Share the following information:
  ▪ What did you or your department want to know when conducting an assessment?
  ▪ How was it measured?
  ▪ What were the findings?
  ▪ How will or did you use the information? Specifically, Dr. Woodard has asked folks to share how data has informed your work. What have you started/stopped with data-informed decisions?

    Select departments to share each month.
      1. ~~September 7th – Auburn University Housing~~
      2. October 5th – Greek Life
      3. November 2nd – FYE
      4. December 7th – Business Office
      5. January 4th – SCPS
      6. February 1st –
      7. March 1st –
      8. April 5th – Campus Recreation
      9. May 3rd – Dining
      10. June 7th –

4. **2022-2023 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 – homegrown 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/s	A-Team Member/s
October 4th	Campus Recreation	Corie Baldwin
November 1st	Greek Life	Benard Goins
December 6th	First Year Experience	Sarah King
February 7th	AU Housing	Lexy Payne
March 7th		
April 4th	Campus Dining	Joanne LaBuda
May 2nd	SCPS	Kristee Treadwell

    A-team member, Corie Baldwin from Campus Rec, led presentation:
  • Corie Baldwin leading campus rec efforts for assessment and outcomes
  • 9 program areas, 2 professionals in each area

- Working on consistency
- Turn over, lose date due to using Qualtrics, not using Qualtrics anymore, now only using Baseline
- Started having each program area add their own highlight using A&SP format
- Example, comparing September totals from 2021 to 2022; can show increase from year to year—collecting totals, but what does it tell us? Now using tracking to compare months/years
- How many trainings, how many hours, who is attending training (300 employees in camp rec) (e.g., group fit 250 hours of employee training; do I really need to spend that much time in training? Assessment to ask these kinds of questions)
- Using university server as of 2018, but difficult to compare from where campus rec started to now because initially not on AU server; all program areas working to track now (they each have their own thing that they are looking for)
- Group effort deciding what to track; not set in stone, each area gives in deciding what is important to track
- Outcomes—biggest outcome is campus rec survey to find what users want out of campus rec and what they would like to see (478 have taken, 345 have completed); first week was just advertising, today sending out emails; incentive for everyone who takes survey ($10 credit on account for users or guest pass for non-current users)

- A&SP can assist/support with connecting to/finding student GPA (sign confidentiality agreement form first, link on this agenda)
- A-team can do a "share lessons learned" day for a future meeting
- Tips for comparison data, have a consistent definition for time frame (e.g., timespan year runs from Sept 15-Sept 15) and consistency on when records are pulled (e.g., we pull data at a certain point in the semester)
- Tips when giving an incentive—Under $100 must have a signature and keep on file for a year; acts as a "receipt" for the gift; double checking in Baseline to confirm that the survey was completed; cannot do a raffle, cannot "win it" so to campus rec it made more sense to give an incentive for all; Using Qualtrics to collect signature
- Tips when navigating Baseline—they are very quick; but make sure you have enough time; the edits took a lot longer, should have done more edits on the backend, Baseline was great to work with, but did not catch as much on grammar and other edits (a little rushed on their end)

5. **SA Spotlight (Monthly Update):** September data are due **Tuesday, October 5th**
   - 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 was added to the template to capture monthly on-going efforts for diversity, equity, and inclusion (DEI).
   - Detailed instructions: https://auburn.box.com/s/obbe9zecqee8r5gkmnm10wgfv09k14vg
   - **Upload to Box (on Template): https://auburn.box.com/s/y48l3fbw3nobdblyvvwpgc7x9iglzf4z**
   - Remember comparison data
   - Remember to include raw figures and %
   - **35 words or less** – Please write for publication
   - Avoid abbreviations

Notes: It is expected that every department share one thing (no more than 3 things); the first one is the one that will be shared for publication (required); if there is a specific assessment highlight, there is a place to add in (in lieu of department data points); DEI activities (if applicable)

6. **Assessment Curriculum:** http://assessment.auburn.edu/assessment-curriculum/

Tier 1

Workshops	Date
Designing an Assessment Project	11/17@ 11:00am in SC 2310
Selecting a Method	1/19 @ 11:00am in SC 2310
Baseline I	2/16 @ 11:00am in RBD 3011
AU Planning I & Outcome Writing	3/23 @ 11:00am in RBD 3011
National Studies	4/20 @ 11:00am in SC 2310
Effectiveness Reporting	5/18 @ 11:00am in SC 2310

Tier 2

Workshops	Date
Survey Design	10/20 @ 9:00am in SC 2310
Benchmarking	11/17 @ 9:00am in SC 2310
Focus Groups and Interviews	1/19 @ 9:00am in SC 2310
Rubrics	2/16 @ 9:00am in SC 2310
Outside-the-Box Methods	3/23 @ 9:00am in SC 2310
Sharing Results	4/20 @ 9:00am in SC 2310
Data Security and Ethics	5/18 @ 9:00am in SC 2310

Tier 3

Workshops	Date
Grant Writing	10/19 @ 1:30pm in SC 2310
Interpreting Results	11/16 @ 1:30pm in SC 2310
Data-Driven Decision Making	1/18 @ 1:30pm in SC 2310
Program Review	2/15 @ 1:30pm in SC 2310
Dashboards	3/22 @ 1:30pm in RBD 3011

- Note: Attendance for this professional development opportunity highly encouraged;
- Grant Writing Workshop will be led by a guest speaker, all are welcome including Tier I and Tier II

    - Anybody who wants to participate can get involved, everybody is welcome to participate in curriculum trainings for Tiers I, II, or III a their respective level starting with Tier 1.

7. **SA Data Confidentiality form -** Must complete this form if you haven't already. **https://baseline.campuslabs.com/au/dataconfidentiality** if you or others want access to demographics files in Baseline this form must be completed before sending a request to saasp@auburn.edu for the demographic file access.

Note: Baseline is the preferred survey tool (please communicate with your departments); planning to do a quick tutorial in future A-team meeting

8. **SACSCOC Reaffirmation**
   - Final A&SP review of Effectiveness Reports (step 2 of 2) happening now for 2021-2022
   - A&SP provided narrative/supporting documents for standard 8.2.c *(pass around printed copy)*
   - Held ER outcome planning meetings for 2022-2023
     i. A-Team exercise: Think/Pair/Share
        1. <u>Individually</u> - Review your 2022-2023 outcomes and determine immediate actions needed
        2. <u>Partner</u> - Brainstorm with a partner about your projects/outcomes/action steps
        3. <u>All A-Team</u> - Share what A&SP can do for your department to help you implement this year's outcomes

9. **A-Team Overview**
   - Prepare to discuss projects/planning for this year's and future A-Team initiatives
     i. Request A-Team members to review current plan prior to attending November meeting http://assessment.auburn.edu/assessment-team/a-team-strategic-plan/
     ii. Come prepared to review the current A-Team strategic plan
     iii. Use November meeting to prioritize/add/remove tasks
     iv. Incorporate supporting a new curriculum Tier IV for Effectiveness Report peer review with interest form for reviewers