DATE: **8.2.2022**
PURPOSE: A-Team Meeting
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1. **Welcome – Ice Breaker –** Share a favorite memory from this past summer

Members	Present	Absent
Abby Langham (A&SP)	X	
Vanessa Finnegan (A&SP)	X	
Joanne LaBuda (Campus Dining)	X	
Corie Baldwin (Campus Rec)	X	
Sarah King (FYE)	X	
Benard Goins (Greek Life)	X	
Eric Smith (HPWS)		X
Alice Lee Naughton (Med Clinic)		X
tbd (P&FP)		X
Amy Mosley (Property Mgmt)		
Kathryn-Ruth (KR) Sasser (Student Center)	X	
tbd (Student Conduct/Auburn Cares)		X
Kristee Treadwell (SCPS)	X	
Brad Smith (Student Involvement)		X
Lexy Payne (University Housing)		X
Jason Artrip (Greek Life)	X	
Mallory Beck (Business Office)	X	

2. **A-Team Meeting Schedule –** Discuss 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. **A-Team Overview**

- Shared A-team site and foundational pieces of group
- Feedback and development of assessment curriculum
- Developed meta-assessment rubric
- Served as coordinating point for the division (e.g., June Workshop)
- Liaisons are to report back to department and share what is applicable, 2 representatives from each VP/AVP area
- At least 1 representative from each service department under SVPSA
- Students are our foundation – referencing A-Team image on website
- Have done peer review as an assessment team (considering Tier IV potential in the future)
- Schedule and meeting minutes are posted on the A&SP website
- A-team developed mission and goals; looking forward to revisiting and updating as a team
- Mission serves as central coordinating point for assessment efforts of SA by assisting staff members
- 2 goals:
    i. build a culture of evidence
    ii. serve as a resource
- Anybody who wants to participate can get involved, everybody is welcome to participate in curriculum trainings
- We'll use September's meeting to begin conversation about projects/planning for this year's and future A-Team initiatives
- http://assessment.auburn.edu/assessment-team/

4. **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 –

5. **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~~

6. **SA Spotlight (Monthly Update):** August data are due Tuesday, September 6th (5th is Labor Day)
   - 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/obogqwkec2qxwd38z9z4win1v6mj6iz4**
   - 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)
   Recommendation: add a spotlight for new staff/promotions
   What is the division story? Is it comparing to 2019 or is it a rebuild story from Covid-19 years? (Depends on the context—picking the point of comparison that is most helpful)

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

- 2021-22 Completers will be recognized at SA Monthly Coffee tomorrow. (FYI, President Roberts will be in attendance.)
- Is professional development an expectation within your department? Is Assessment Curriculum considered a part of that?
- How best to advertise the curriculum?
  i. Currently,
     1. A&SP Website
     2. Monthly email
     3. Staff newsletter – The Source
     4. Kick off year with presenting completers with certificates/swag
     5. Other?

Recommendations: Consider scheduling at different times (consistent conflict with other scheduling); reach out to SALT about timing of department meetings; consider making it into a Canvas course in the future (opens it up to other groups); liked the make-up classes, thinking about back-to-back training; model in which all support departments partner and build training schedule with back-to-back professional development opportunities

Tier 1

Workshops	Date
Assessment 101 Workshop	9/1 @ 8:45am in SC 2310
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 LAB tbd
AU Planning I & Outcome Writing	3/23 @ 11:00am in LAB tbd
National Studies	4/20 @ 11:00am in SC 2310
Effectiveness Reporting	5/18 @ 11:00am in SC 2310

Tier 2

Workshops	Date
Baseline II	9/15 @ 9:00am in LAB tbd
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
Utilizing Baseline Concepts to Develop a Project	9/14 @ 11:00 am in LAB tbd
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	3/23 @ 1:30pm in LAB tbd

8. **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

9. **SACSCOC Reaffirmation Update**
   - Reviewing Effectiveness Reports now for 2021-2022
   - Holding ER Outcome planning meetings now for 2022-2023
   - Abby writing core requirement 8.2.c for 2023 decennial reaffirmation
   Note: Due to SACSCOC Reaffirmation by September 8, 2022