

Student Affairs

Minutes

Date: 12.7.2021

PURPOSE: A-Team Meeting

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1. **Welcome – Ice Breaker –** Name your favorite holiday movie

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| --- | --- | --- |
| Members | Present | Absent  |
| Abby Langham (A&SP) - Christmas Vacation | *x* |  |
| Katherine Fuchs (A&SP)  |  | *x* |
| Joanne LaBuda (Campus Dining) - Elf | *x* |  |
| Corie Baldwin (Campus Rec) - Santa Claus | *x* |  |
| Sarah King (FYE) - While you were sleeping | *x* |  |
| Benard Goins (Greek Life)  |  | *x* |
| Chase Chaplin (HPWS) - Planes, Trains, and Automobiles | *x* |  |
| tbd (Med Clinic)  |  | *-* |
| Torey Palmer (P&FP)  |  | *x* |
| Amy Mosley (Property Mgmt) \_Elf | *x* |  |
| Kathryn-Ruth Sasser (Student Center) The Santa Claus | *x* |  |
| tbd (Student Conduct/Auburn Cares)  |  | *-* |
| Kristee Treadwell (SCPS) - Peanuts | *x* |  |
| Billy Ferris (Student Involvement) - It’s a wonderful life  | *x* |  |
| Alexis Davis (Student Involvement)  |  | *x* |
| Lexy Payne (University Housing) - Home Alone | *x* |  |

1. **A-Team Meeting Schedule**

Meeting Schedule for this year:

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| --- | --- | --- | --- |
| **Date** | **Start** | **End** | **Room** |
| 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~~)*
	* *(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?

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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 | 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 |

Chase shared how HPWS tracks outreach with social media platforms and noted changes in nutrition appointment meetings pre and post personnel changes in this area.

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

Dr. Langham noted the highlighted information below regarding the monthly data collection for The Spotlight.

* 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. November 2021 data were due on Monday, Dec. 3rd
	5. Detailed instructions: <https://auburn.box.com/s/u5j0gjq8d7est2gm9h01ry0kyarnzzv9>
	6. Upload to Box (November Template):
	7. <https://auburn.box.com/s/9vut9cvb790ya3pgn9j6upsye3noehun>
	8. Remember comparison data
	9. Remember to include raw figures and %
	10. **35 words or less** – Please write for publication
	11. Avoid abbreviations
	12. November 2021 data is due on December 3rd. There will be no data collection for December, therefore no data will be due on January 5th
1. **Assessment Curriculum:** <http://assessment.auburn.edu/assessment-curriculum/>
	1. Date Changed to highlighted

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| **Workshops** | **Date** |
| Utilizing Baseline Concepts to Develop a Project | 9/16 @ 1:30pm in RBD 3011 |
| Grant Writing | 10/21 @ 1:30pm in SC 2310 |
| Interpreting Results | 11/18 @ 1:30pm in SC 2310 > Interpreting Results - 11/17 @ 11am |
| 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 |

Stay tuned for a fall curriculum make-up day on January 24. Encourage folks to join and kick off the spring with some great free professional development.

1. **Institutional Compliance Meeting**
* 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 to A&SP by ~~January 14, 2022~~ **UPDATE:** Now due Feb. 11, 2022
1. **SA Departmental Outcomes** – Mid Year Check-in from each department
	1. FYE – Instructor Confidence Levels – post surveying now; Student Competencies ACES pre/post - getting majority of data now for fall; Orientation counselor development – happening in spring
	2. AUH – Residential Seminars (conduct related) measuring satisfaction via survey; Camps and Conferences – summer concern with Hill coming down, Customer service with Housing applications – spring biggest time logging calls and interactions
	3. MSC – Customer Satisfaction – ongoing survey to bookings/reservations weekly and reviewing data now, professional student employee development – taking place in spring and had midsemester meeting with them in fall; Tracking banner pole utilization – 85% utilization rate currently
	4. Student Involvement – Mobile Check-in at all events, 1st/2nd year student engagement – coming to at least one event through AUinvolve tracking, DEI student leaders articulating – need to reevaluate ways to roll this out to accomplish that
	5. Property Management – Workflow processes and communication – tracking meetings with leadership and training calendar and continuing education, tracking on AIM, monthly equipment meeting; Work order satisfaction – create new survey for res halls but now AIM via FM’s survey is better; CPR training – identified a trainer and now track sessions to have all staff current CPR trained and measure competency test for performing CPR
	6. Campus Rec – Documentation of policies and procedures Foundations Manual for users and for staff (internal processes); DEI proposed post-test with OID; Communicating with student staff via staff intranet with newsletters and dept/unit info with acknowledgement of receiving info
	7. HPWS -
	8. SCPS – Utilization rates comparison data, Mental health resources and outreach numbers; APA doctoral internship site checklist items; DEI student utilization via student demographic in comparison to proportion of demogs of student enrollment and created DEI committee
	9. Campus Dining – Revenue Vision employee proficiency using a rubric to evaluate proficiency; Aramark Scorecard; Dining Steering Committee – underrepresented student feedback
2. **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. SoundRocket DEI Student Survey
* A&SP led 2 action item meetings with SA leadership about findings
* Action item partnership requests to go out across campus soon to make informed decisions from findings
* OID to lead a spring campus-wide climate survey via SoundRocket
1. **Healthy Campus Award Submission - SCPS**
	1. **How does your campus measure results and share your progress to inspire action?**
		1. Shaping a healthy campus community requires data-driven measures and outcomes. It means a commitment to quality and impact in both process and outcomes.

 Dr. Langham asked the group if they had any additional thoughts on content to support answering this question. The team expressed pulling from Effectiveness Reports, Monthly Spotlights, and Annual Reports was appropriate.

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)