



## STUDENT AFFAIRS MINUTES

---

**DATE:** 9.6.2022  
**PURPOSE:** A-Team Meeting

---

1. **Welcome – Ice Breaker** – What fictional family or friend would you most like to hang out with?

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)		
Karen Wright (HPWS)	X	
Alice Lee Naughton (Med Clinic)	X	
tbd (P&FP)		
Amy Mosley (Property Mgmt)		
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)		
Lexy Payne (University Housing)		X
Mallory Beck (Business Office)	X	
Joanne LaBuda (Campus Dining)	X	

2. **A-Team Meeting Schedule** – fall/spring schedule

- ~~Tuesday, September 6<sup>th</sup> @ 3 PM~~
- Tuesday, October 4<sup>th</sup> @ 3 PM
- Tuesday, November 1<sup>st</sup> @ 3 PM
- Tuesday, December 6<sup>th</sup> @ 3 PM
- Tuesday, February 7<sup>th</sup> @ 3 PM
- Tuesday, March 7<sup>th</sup> @ 3 PM

- Tuesday, April 4<sup>th</sup> @ 3 PM
- Tuesday, May 2<sup>nd</sup> @ 3 PM

### 3. ***Tracking is Trending* – Read/Discuss “Assessment Challenge(s) Accepted”**

- Look forward to reassessing with this committee is doing and what can do in the future, purpose of why we are here and what we do on the A-team
  - Connecting back to strategic plan
  - Assessment team was mentioned as a solution in the text
  - “Act of conducting assessment as part of one’s weekly responsibilities may often feel like an afterthought...” resonated with team member—do not want that to be their story
  - Figuring out how to effectively work with qualitative data, a lot of what we do [FYE] is experiential, figuring out how to communicate in the best way possible when mapping to division/university strategic plan
  - We as A&SP will be there to support, we can support one on one, also A&SP, working together with A-team, train the staff in department, and bring up assessment at meetings or ideas
  - Documenting for continuous improvement, taking pride in our work, it’s not for nothing, for example effectiveness reports included in SACSCOC
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 7<sup>th</sup> – Auburn University Housing (Lexy confirmed)
2. October 5<sup>th</sup> – Greek Life
3. November 2<sup>nd</sup> – FYE
4. December 7<sup>th</sup> – Business Office
5. January 4<sup>th</sup> – SCPS
6. February 1<sup>st</sup> –
7. March 1<sup>st</sup> –
8. April 5<sup>th</sup> – Campus Recreation
9. May 3<sup>rd</sup> – Dining
10. June 7<sup>th</sup> –

### 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 4 <sup>th</sup>	Campus Recreation	Corie Baldwin
November 1 <sup>st</sup>	Greek Life	Benard Goins
December 6 <sup>th</sup>	First Year Experience	Sarah King
February 7 <sup>th</sup>	AU Housing	Lexy Payne
March 7 <sup>th</sup>		
April 4 <sup>th</sup>	Campus Dining	Joanne LaBuda
May 2 <sup>nd</sup>	SCPS	Kristee Treadwell

6. **SA Spotlight (Monthly Update):** August data are due **Tuesday, September 6<sup>th</sup>**  
September data are due Tuesday, October 5<sup>th</sup>

- 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/obbe9zecqee8r5qkmmnm10wgfv09k14vg>
- **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

**Note:** Check to make sure Joanne and Alice Lee are on the email listserv

**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 use highlight); and DEI activities (if applicable)

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

**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](mailto: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. Brief Baseline Tutorial

- Reviewed steps for how to create a new project, how to request assistance/consultation with creating a new project
- Showed example of what project looks like when upload a file to project files for Campus Lab Anthology to build a survey for you

**Note:** Due to time, moved **SACSCOC Reaffirmation Update to agenda item for next meeting**

- Core requirement 8.2.c for 2023 decennial reaffirmation complete
- Note: AU's final report due to SACSCOC Reaffirmation by September 8, 2022
- A&SP Reviewed Effectiveness Reports for 2021-2022
  - Held ER outcome planning meetings for 2022-2023
    - i. A-Team exercise: Think/Pair/Share

1. Individually - Review your 2022-2023 outcomes and determine immediate actions needed
2. Partner - Brainstorm with a partner about your projects/outcomes/action steps
3. All A-Team - Share what A&SP can do for your department to help you implement this year's outcomes