



STUDENT AFFAIRS AGENDA

DATE: 11.1.2022
PURPOSE: A-Team Meeting

1. **Welcome – Ice Breaker** – If you could only eat one food for the rest of your life, what would it be?

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)		
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
November 1 st	Greek Life	Benard Goins
December 6 th	First Year Experience	Sarah King
February 7 th	AU Housing	Lexy Payne
March 7 th		
April 4 th	Campus Dining	Joanne LaBuda
May 2 nd	SCPS	Kristee Treadwell

- Goals are to try to improve the GPA of current reach students by .5 each year
 - Introduce to academic offices and tutoring sessions

- Work on core competencies of students and GAs
 - Will start next semester
- Made a decision to work on marketing and getting information out to alums
- Started using My Emma (product) to increase engagement
 - Started by sending out an alumni newsletter for the NPHC
 - Had a video
 - Able to track open rate (55% open rate)
 - High mailing score
 - Able to track what kind of platforms are used to open the emails
 - Can track how many clicks each link has
 - Can track to see if more information is needed in certain areas, can see which areas individuals are interested in
 - Can submit alumni news
 - Goal is to send the newsletter 4 times per year
 - Can see the total number of people who opened the newsletter
 - Can track to see what time of day the email is opened and how many times it has been opened
 - Question was how to access the product? It was purchased by the department
- Created a Vimeo account
 - Can track how much of the video is watched and how many views there are
 - Can understand how long a future video should be
- Panhellenic Council – 18
- Interfraternity Council – 25
- NPHC – 4 (reactivating one sorority soon)

5. **SA Spotlight (Monthly Update):** October data are due **Friday, November 4th**

- 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/obbe9zecqee8r5gkmmn10wgvf09k14vg>
- **Upload to Box (on Template):**
<https://auburn.box.com/s/fmmwuso50pr0wolv91vmqj1zlc0whp>
- 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)

- Looking at ways to share Spotlight findings on A&SP website
- This helps departments to understand where they can continue to go when using Assessment

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
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
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;

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.

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: Choose one 2022-2023 outcome to share
 1. Are you on track?
 2. Do you have your assessment instrument prepared/in place?
 3. Are there barriers to your original outcome implementation?
 4. Do you need support from A&SP? If so, what specifically? (email saasp@auburn.edu)

5. If you don't have an outcome, use this time to draft one to take back to your office

- On-site SACSCOC reaffirmation team will be on campus to meet with individuals who worked on the reaffirmation
 - o Will get feedback in November
 - o Onsite visit will be Feb. 28-March 2, 2023
- Takeaway 1: go back to departments and talk about where you are, come back ready to share your mid-year check-in (for the December meeting)
- Takeaway 2: look at the strategic plan prior to attending December meeting

9. **A-Team Strategic Plan Discussion**

- Discuss the June Workshop/A&SP Needs Assessment Findings
- Come to the December meeting with things we can do to help the division and what you want the future of the A-Team to look like

10. **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 December meeting <http://assessment.auburn.edu/assessment-team/a-team-strategic-plan/>
 - ii. Come prepared to review the current A-Team strategic plan
 - iii. Use December meeting to prioritize/add/remove tasks
 - iv. Incorporate supporting a new curriculum Tier IV for Effectiveness Report peer review with interest form for reviewers