



STUDENT AFFAIRS
AGENDA

DATE: 4.12.2023
PURPOSE: A-Team Meeting

1. **Welcome – Ice Breaker** – What's one hobby you've always wanted to try?

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-Collins (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)		X
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	
tbd (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 21st @ 3 PM~~
- ~~Wednesday, April 12th @ 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 – Student Involvement~~
- ~~7. March 1st – HPWS~~
- ~~8. April 5th – Campus Recreation~~
- ~~9. May 3rd – Dining~~
- ~~10. June 7th –~~
- ~~11. July – Property Management~~
- ~~12. August –~~
- ~~13. September – Greek Life~~
- ~~14. October –~~
- ~~15. November – First Year Experience~~
- ~~16. December –~~
- ~~17. January –~~
- ~~18. February –~~
- ~~19. March – HPWS~~

Commented [VF1]: We have several open spots for the spring- Who would like to take one of the following open date options?

Commented [AL2R1]: Same for A-Team Member Presentations. Team members, please insert your name for when you'd like to share

Commented [AL3R1]: For Coffee we need volunteers first from: MSC, Conduct, Auburn Cares, Advocacy, Med Clinic, PEP

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
April 4 th	Campus Dining	Joanne LaBuda
May 2 nd	SCPS	Kristee Treadwell

5. **SA Spotlight (Monthly Update):** March data were due **Wednesday, April 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 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/obbe9zecqee8r5gkmmnm10wgfv09k14vg>
 - **Upload to Box (on Template):** <https://auburn.box.com/s/92864myridh6wluuimula8ploidlzwu>
 - Remember comparison data
 - Remember to include raw figures and %
 - **35 words or less** – Please write for publication
 - Avoid abbreviations
 - New for fall 2023 – A&SP will send a monthly point/points to Auburn News from Spotlight submissions

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
National Studies	4/20 @ 11:00am in SC 2310
Effectiveness Reporting	5/18 @ 11:00am in SC 2310

Tier 2

Workshops	Date
Sharing Results	4/20 @ 9:00am in SC 2310
Data Security and Ethics	5/18 @ 9:00am in SC 2310

- 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. **SA Process for Submitting Bright Idea Seed Grants**
Reminder to involve A&SP from initiation to completion of Bright Idea Seed Grant projects.
- Academic Insight and SA staff to communicate with A&SP from beginning to end (cc on emails (saasp@auburn.edu), meeting invites, etc.)
 - SA units communicating with AS&P when working seed grants/ideas allows:

- i. A&SP to support processing preliminary ideas, brainstorm sessions, initial data gathering, and running preliminary analyses in preparation for seed grant proposals
- ii. Connection with A&SP throughout is important to keep A&SP in the loop as we relay how Seed Grant projects intersect with other SA initiatives (data warehouse, outcomes, SA dashboard-Anthology's Insight, annual reporting, etc.)

9. Annual Reports

- Due July 1
- Template open and ready for use now within AU Planning
- Encouraged to use Grammarly on all work and while in AU Planning
- Request will come from AVP this year

10. Assessment & Planning Workshop

- Save the date – May 16th, 8:00-1:00, at VCOM
- Annual outcome drafts due approximately one month (in June) after workshop
 - i. Minimum of three per department (1 of those being a learning outcome)

11. Structured Conversation panel about Assessment Committees from SAAL Webinar

- i. This webinar focuses on the various aspects of assessment committees, including forming new committees, effective management, instilling accountability, unique structures/responsibilities on campuses. A panel of three professionals from different institutions will share their perspectives from their own campus practices and known trends in the field.
- ii. <https://www.youtube.com/watch?v=KBx-qwg1KFE>
- iii. What were your key takeaways about assessment committees at other institutions?

Takeaways that resonated from video:

- A-team as panel for program review
- A-team for strategic planning
- A-team for professional development & capacity building
- "Being voluntold" is one way some get started with the A-team, shared in video and true experience for some on our A-team
- Plans for roll on and roll off of the A-team; fewer and fewer attending A-team
- Assessment may not be something they have done before; can be difficult to grasp in the beginning; can feel like an extra weight; can feel alone in the work
- Can be hard to see the incentive for being on A-team; thinking about incentives, like showing appreciation, create teams for projects and share at conferences (funds for travel)
- Changing culture of assessment at department level; building buy-in for assessment and how it will benefit them
- Interesting how the Chancellor was brought in to funnel messages down for the value of assessment; thank you notes, and performance management planning from leadership for participation stood out

- Onboarding piece interesting; we have a lot of new staff, common language, roll on/roll off plans, review for assessment cycle and thinking about it strategically
- Need for a clear purpose
- Invitation to serve could come from SVP; can be challenging because different department sizes
- “Asesstival”
- Measuring A-team effectiveness; How are we doing? Why do we have an A-team?

For MAY Meeting -----

12. A-Team Strategic Plan Discussion

<http://assessment.auburn.edu/assessment-team/a-team-strategic-plan/>

- Team members to come to the **May** meeting prepared with things A&SP/A-Team can do to help the division and what you want the future of the A-Team to look like
- Discuss what members want to prioritize/add/remove for tasks
- Consider incorporating supporting a new curriculum - Tier IV for Effectiveness Report peer review with an interest form for reviewers