



STUDENT AFFAIRS

AGENDA

DATE: 5.2.2023

PURPOSE: A-Team Meeting

1. **Welcome – Ice Breaker** – What's your favorite thing to do in Auburn during the summer?

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 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 – Housing
11. July – No coffee in July
12. August – Student Advocacy
13. September – Greek Life
14. October – Property Management
15. November – First Year Experience
16. December –
17. January – SCPS
18. February – Student Involvement
19. March – Campus Rec (Corie)

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
May 2 nd	SCPS	Kristee Treadwell

During August 2023 meeting we will plan for who will share when for 2023-24 academic year

5. **SA Spotlight (Monthly Update):** March data were due **Friday, May 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/obbe9zecqee8r5gkmmn10wgfv09k14vg>
- **Upload to Box (on Template):**
<https://auburn.box.com/s/lz55yjne5wvxx6ch2im0wrn2qab90hly>
- 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
Effectiveness Reporting	5/18 @ 11:00am in SC 2310

Tier 2

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

- Note: Participation in the curriculum is highly encouraged for all, especially A-Team members.
- Curriculum Make-Up Sessions: May 23 8:00-12:00, MSC 2109
 - Baseline II – 8:00
 - Utilizing Baseline Concepts to Develop a Project – 9:00
 - Baseline I – 10:00
 - AU Planning I & Outcome Writing – 11:00

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. 2022-2023 Annual Reports and 2022-2023 Effectiveness Reports

- Both due July 1
- Template open and ready for use now within AU Planning
- Encouraged to use professional 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, 8:00-12:00, 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. FROM APRIL MEETING: 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-qwq1KFE>
- iii. What were your key takeaways about assessment committees at other institutions?

Takeaways that resonated with A-Team members from video:

- A-team serving as panelists for program review
- A-team for leading, guiding, and serving as committee members for strategic planning
- A-team for receiving and also delivering professional development & capacity building
- Membership “being voluntold” vs “volunteering” is one way webinar said some get started with the A-team, and true experience for some on our A-team
- Revisit when members roll on and roll off of the A-team; fewer and fewer attending A-team recently
- Have A-Team because 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
- Consider new ways to demonstrate incentive for serving and recognizing members: 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); thank you notes, and performance management planning from leadership for participation stood out
- A-Team members to be the spark for culture growth of assessment at department level; building buy-in for assessment and how it will benefit them

- Interesting how the Chancellor in webinar was brought in to funnel messages down for the value of assessment; Get more information coming from SVPSA and AVPs, their support is crucial. A&SP and A-Team serve on their behalf.
- 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-Team onboarding each year and with all new staff (like again sharing Assessment 101 at SA New Employee Orientation)
- Need for a clear purpose of the A-Team (i.e. A-Team strategic plan)
- Invitation to serve should come from SVP; can be challenging because different department sizes
- “Assesstival” idea for annual showcase
- Consider long-term: Measuring A-team effectiveness; How are we doing? Why do we have an A-team?

12. A-Team Strategic Plan Discussion

- <https://auburn.box.com/s/nss5x6465m2gpcyf7fwi0nvdu4s8wfn0>
- 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

Please follow this link to a Google doc where you can share ideas to help shape the future purpose and work of the A-team

https://docs.google.com/document/d/1cycx7y63pDWn-gsQaWIU6vLZw_JTYnNqseTMf6XaclU/edit?usp=sharing