DATE: **8.1.2023**
PURPOSE: A-Team Meeting

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1. **Welcome – Ice Breaker –** Share a favorite memory from this summer

Members	Present	Absent
Abby Langham (A&SP)	X	
Vanessa Finnegan (A&SP)	X	
Katelyn Stalboerger (A&SP)	X	
Corie Baldwin (Rec & Wellness)	X	
Karen Wright (Rec & Wellness)	X	
Sarah King-Collins (FYE)	X	
tbd (Greek Life)		X
Alice Konstant (Med Clinic)		X
tbd (P&FP)		X
Amy Mosley (Property Mgmt)		X
Andrea Conti-Elkins (Student Center)	X	
Deja Trammell (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	
Tbd (Veterans Resource Center)		
Tbd (Tiger ID)		

2. **A-Team Meeting Schedule in MSC 2222/2223 –** Discuss fall/spring schedule and A-Team Overview (Calendar notices sent by A&SP to A-Team members)
   - ~~Tuesday, August 1st @ 3 PM~~
   - Tuesday, September 5th @ 3 PM
   - Tuesday, October 3rd @ 3 PM
   - Tuesday, November 7th @ 3 PM
   - Tuesday, December 5th @ 3 PM
   - Tuesday, February 6th @ 3 PM
   - Tuesday, March 5th @ 3 PM
   - Tuesday, April 2nd @ 3 PM
   - Tuesday, May 7th @ 3 PM

3. **2023-2024 Assessment Moment at Coffee** – Select departments to share each month.
   - August – Student Advocacy
   - September – Greek Life
   - October – Property Management
   - November – First Year Experience
   - ==December== –
   - January – SCPS
   - February – Student Involvement
   - March – Rec & Wellness (Corie)
   - ==April -==
   - ==May -==
   - ==June -==

4. **2023-2024 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.

Meeting Date	Department Name/s	A-Team Member/s
September 5th	Rec & Wellness	
October 3rd		
November 7th	First Year Experience	
December 5th	Dining	
February 6th	SCPS	
March 5th	Conduct/Advocacy	
April 2nd		
May7th		

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

   August data are due Tuesday, September 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).
   - Detailed instructions: https://auburn.box.com/s/obbe9zecqee8r5gkmnm10wgfv09k14vg
   - Upload to Box (on Template): https://auburn.box.com/s/n5zzvss23blyd61n59sw2arjdvt076k5

- Remember comparison data
- Remember to include raw figures and %
- **<u>35 words or less</u>** – Please write for publication
- Avoid abbreviation
- 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/
   - Participation is a professional development expectation within each department

Tier 1

Workshops	Date
Assessment 101 Workshop	9/6 @ 8:45am in SC 2310
Designing an Assessment Project	11/16@ 11:00am in SC 2310
Selecting a Method	1/18 @ 11:00am in SC 2310
Baseline I	2/15 @ 11:00am in RBD 3011
AU Planning I & Outcome Writing	3/21 @ 11:00am in RBD 3011
National Studies	4/18 @ 11:00am in SC 2310
Effectiveness Reporting	5/16 @ 11:00am in SC 2310

Tier 2

Workshops	Date
Baseline II	9/14 @ 9:00am in RBD 3011
Survey Design	10/19 @ 9:00am in SC 2310
Benchmarking	11/16 @ 9:00am in SC 2310
Focus Groups and Interviews	1/18 @ 9:00am in SC 2310
Rubrics	2/15 @ 9:00am in SC 2310
Outside-the-Box Methods	3/21 @ 9:00am in SC 2310
Sharing Results	4/18 @ 9:00am in SC 2310
Data Security and Ethics	5/16 @ 9:00am in SC 2310

Tier 3

Workshops	Date
Utilizing Baseline Concepts to Develop a Project	9/13 @ 11:00 am in RBD 3011
Grant Writing	10/18 @ 1:30pm in SC 2310
Interpreting Results	11/15 @ 1:30pm in SC 2310
Data-Driven Decision Making	1/17 @ 1:30pm in SC 2310
Program Review	2/14 @ 1:30pm in SC 2310
Dashboards	3/19 @ 1:30pm in RBD 3011

7. **SA Data Confidentiality form -** Must complete this form **https://baseline.campuslabs.com/au/dataconfidentiality** if you want access to demographics files in Baseline, please send 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 were due July 1
   - Will be sent to AVPs by mid August

   – Always share the static information, you never know when the information might be needed.
   – Leadership is using this information to make data-informed decisions
   – These are used to wrap up the last year

10. **SA 5-Year Info**
    - Share information recently compiled from Annual Reports that was shared with President, Provost, & SVPSA
    - https://auburn.box.com/s/88qvof0ju8bzbqguw0d85h9bf7x6dxxc

11. **2023-2024 Outcomes Meetings (Assessment Plans)**
    - Each department (director and A-Team member) to schedule a time between **July 20 – August 11** to meet with Assessment & Strategic Planning to incorporate feedback regarding these outcomes. (90-min)

    - *Before scheduling the meeting, please have all information entered through 4a and 4b – Method 1 Alignment & Data Collection in AU Planning.* After meeting with us, all departments should have *final* revised outcomes with action steps and methods entered in AU Planning by **August 15**.

    - **Please access this spreadsheet online here** to hold your department's timeslot. Once you have identified a time on the spreadsheet, please email saasp@auburn.edu with a formal calendar invitation to reserve your meeting time.

12. **Calendars**

- **Assessment Projects Calendar**
- Please click on the Box link https://auburn.box.com/s/7246xebmiv28a6q2fv1jeo83dey9yncm and enter/update any assessments/surveys/data collection efforts that you anticipate students responding to in the upcoming year. An important part here is to include the administration dates (to the best of your knowledge) as that will help us rearrange and structure the calendar with minimal survey/project overlap, as needed. Tentative dates are fine if you're not exactly sure just yet as to the specifics of your administration plan.

- Important: The bottom half of the calendar lists a line for each department, once your department has reviewed. Was due July 31st, <u>please have someone initial and date it so that we know it has been reviewed.</u> If your department has no additions/changes to this calendar, please still open the document and initial the bottom.

- **A&SP Due Dates Calendar**
- Posted on A&SP website: https://assessment.auburn.edu/resources/calendar/

<u>Note for September meeting:</u>
  Review minutes from 5.2.2023 - meeting about A-Team webinar takeaways and ideas document for AU SA A-Team's next strategic plan
https://auburn.box.com/s/obbe9zecqee8r5gkmnm10wgfv09k14vg

  Discuss timeline for Effectiveness Reports going forward. Bring this back to your department and discuss what works best for your department.