Date: 9.19.2023

Student Affairs

agenda

PURPOSE: A-Team Meeting

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1. **Welcome – Ice Breaker –** What is your favorite AU tradition?

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| 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* |
| Brad Goggins (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* |
| Amy Mosley (Business Office) | *X* |  |
| Joanne LaBuda (Campus Dining) |  | *X* |
| Mike Smith (Veterans Resource Center) |  | *X* |
| Tbd (Tiger ID) |  | *X* |

1. **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 1~~~~st~~ ~~@ 3 PM~~
	* ~~Tuesday, September 19~~~~th~~ ~~@ 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
2. **2023-2024 Assessment Moment at Coffee** – Select departments to share each month.
	* ~~August – Student Advocacy~~
	* ~~September – Assessment & Strategic Planning/Greek Life~~
	* October – Veterans Resource Center
	* November – First Year Experience
	* December – Housing
	* January – SCPS
	* February – Student Involvement
	* March – Rec & Wellness (Corie)
	* April – Property Management
	* May -
	* June – Campus Dining
3. **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.

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| **Meeting Date** | **Department Name/s** | **A-Team Member/s** |
| September 19th  | Rec & Wellness | Corie Baldwin |
| October 3rd | Veterans Resource Center | Mike Smith |
| November 7th | First Year Experience | Sarah King-Collins |
| December 5th | Dining | Joanne LaBuda |
| February 6th | SCPS | Kristee Treadwell |
| March 5th | Conduct/Advocacy |  |
| April 2nd |  |  |
| May7th  | Business & Finance | Amy Mosley |

Rec & Wellness Presentation:

* + Numbers from 2021-2022: 610,735 total swipes into building
	+ Numbers from 2022-2023: 617,581 total swipes into building
	+ Difficult to assess who is swiping into the building because credit hours do not show who the freshman are due to bringing in credits
		- Freshman are on average bringing in 15 credit hours (so they come in as 2nd semester freshman)
	+ Fall 2022: 216,504 swipes at R & W
	+ Average use M-F – 2,161 people use the facility
	+ Tuesdays are the most popular day at R & W
	+ Most popular day for the plex is on Mondays
	+ More males than females use the R & W center
	+ More freshmen use the R & W center
	+ Fall 2022 swipes were less than fall 2021
	+ More distinct users from fall 2021 to fall 2022
	+ Current R & W goal is to increase the number of swipes for R & W
	+ Fall 2022 semester – 54% of total undergrads swiped into the R &W
		- Goal is to increase this number to get to 100% of undergraduate students swiping into the R & W
	+ 79% of students who live in Campus Housing utilize R & W facilities and services
1. **SA Spotlight (Monthly Update):**

September data are due Tuesday, October 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 %
	+ **35 words or less** – 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)

1. **Assessment Curriculum:** <http://assessment.auburn.edu/assessment-curriculum/>
	* Participation is a professional development expectation within each department

**Tier 1**

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| --- | --- |
| **Workshops** | **Date** |
| Assessment 101 Workshop Make-Up Session | 10/19 @ 11:00am in MSC 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**

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| **Workshops** | **Date** |
| 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**

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| --- | --- |
| **Workshops** | **Date** |
| 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 |

1. **SA Data Confidentiality form -** Must complete this form [**https://baseline.campuslabs.com/au/dataconfidentiality**](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
2. **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:
		1. A&SP to support processing preliminary ideas, brainstorm sessions, initial data gathering, and running preliminary analyses in preparation for seed grant proposals
		2. 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.)
1. **2022-2023 Annual Reports and 2022-2023 Effectiveness Reports**
	* Both were due July 1
	* Will be sent to AVPs
2. **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, alldepartments should have *final*revised outcomes with action steps and methods entered in AU Planning by **August 15**.
	* **Please access this spreadsheet**[**online here**](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fauburn.box.com%2Fs%2Fdhbwb00vgevsoljuyqtgz09a5mei3iet&data=05%7C01%7Clanghat%40auburn.edu%7C28bf7b652b144e7da8b208db772b1894%7Cccb6deedbd294b388979d72780f62d3b%7C1%7C0%7C638234799263205683%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=fVeRGHsROq7eJ3oQgr5HCNfaZ2D775A%2B3FFLPTlN108%3D&reserved=0)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.
3. **Calendars**
	* **Assessment Projects Calendar**
* Please click on the Box link  [https://auburn.box.com/s/7246xebmiv28a6q2fv1jeo83dey9yncm](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fauburn.box.com%2Fs%2F7246xebmiv28a6q2fv1jeo83dey9yncm&data=05%7C01%7Clanghat%40auburn.edu%7C2d9dc305fdef4c0c2b8708db8d224adb%7Cccb6deedbd294b388979d72780f62d3b%7C1%7C0%7C638258950682423686%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=WAy8%2B4CqbWnLjiozk%2FZV7Dc9yQRhdFJvX63SR5lHeRU%3D&reserved=0) 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, please have someone initial and date it so that we know it has been reviewed. 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/>
1. **Webinar takeaways and ideas for AU SA A-Team’s next strategic plan**
	* <https://auburn.box.com/s/obbe9zecqee8r5gkmnm10wgfv09k14vg>
2. **Discuss timeline for Effectiveness Reports going forward**
	* Bring this back to your department and discuss what works best for your department.