Date: 10.3.2023

Student Affairs

agenda

PURPOSE: A-Team Meeting

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1. **Welcome – Ice Breaker –** Share one “rose” and one “thorn” about Student Affairs work.

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| Members | Present | Absent |
| 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) |  |  |
| Alice Konstant (Med Clinic) |  | *X* |
| tbd (P&FP) |  | *X* |
| Brad Goggins (Property Mgmt) |  | *X* |
| Andrea Conti-Elkins (Student Center) | *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) |  |  |

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 3~~~~rd~~ ~~@ 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
   * **2023-2024 Assessment Moment at Coffee** –
   * Thank you for signing up! Let’s support our VRC colleagues tomorrow as Mike presents at Coffee.
   * ~~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 – Business & Finance
   * June – Campus Dining
2. **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 |

Veterans Resource Center:

* + AWOL Program – Auburn Warrior Orientation and Learning
  + For military-affiliated students
  + 4-hour session that includes welcome and orientation to the VRC and resources and programs, VA benefits, and a campus tours
  + Attendance in 2022 – 3 people (3 student veterans)
  + Attendance in 2023 – 55 people (44 student veterans, 11 dependents)
  + Purpose: to orient the students to campus and the benefits available to them
  + Participants were satisfied and highly satisfied
  + Participants wanted to become more involved
  + Something that stood out is that the location of AWOL needs to be able to support the number of people that come
    - Need to have an environment that is conducive to learning
  + Need to increase communication and marketing to get the message out
  + If a student at Auburn identifies as an affiliate of the military, then Auburn automatically gets emails from the VRC both when they apply and when they are admitted

1. **2022-2023 Annual Reports and 2022-2023 Effectiveness Reports**
   * Both were due July 1
     1. *Effectiveness Reports* completions **extended until Monday, October 16 COB**—please ensure reports are completed
     2. Next step- Peer Review process
        1. Each A-team member will score 2-3 department reports and provide feedback.
        2. Each review should take between 30 minutes to 2 hours, depending on your comfort level with conducting a peer review.
        3. Each department will have two weeks to incorporate feedback.
     3. Peer review can be done either during the November A-Team meeting or on your own time- let’s vote on it!
     4. Peer review and scoring via Baseline **due by November 13th to A&SP**
     5. A&SP will compile results, carry out final review, and send to Sr. Leadership by November 20
     6. Annual Reports completions extended **extended until Monday, October 16 COB**
     7. A&SP will review and send to AVPs on **Friday, October 20**
2. **NASPA-AL participation as an A-Team**
3. **Changes to the 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](mailto:saasp@auburn.edu) for the demographic file access
2. **2023-2024 Outcomes Meetings (Assessment Plans)**
   * *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**.
3. **Calendars**
   * **Assessment Projects Calendar**

* Please click 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.
* **A&SP Due Dates Calendar**
  + Posted on A&SP website: <https://assessment.auburn.edu/resources/calendar/>

1. **A-Team agenda for December Meeting**
   * Ugly sweater contest?
   * Cookie exchange?
   * Other ideas?