XDate: 11.7.2023

Student Affairs

agenda

PURPOSE: A-Team Meeting

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1. **Welcome – Ice Breaker –** Do you prefer ham or turkey?

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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* |
| Kathryn-Ruth Sasser (Greek Life)  | *X* |  |
| 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)
	1. ~~Tuesday, August 1~~~~st~~ ~~@ 3 PM~~
	2. ~~Tuesday, September 19~~~~th~~ ~~@ 3 PM~~
	3. ~~Tuesday, October 3~~~~rd~~ ~~@ 3 PM~~
	4. Tuesday, November 7th @ 3 PM
	5. Tuesday, December 5th @ 3 PM
	6. Tuesday, February 6th @ 3 PM
	7. Tuesday, March 5th @ 3 PM
	8. Tuesday, April 2nd @ 3 PM
	9. Tuesday, May 7th @ 3 PM
2. **2023-2024 Assessment Moment at Coffee** –
	1. ~~August – Student Advocacy~~
	2. ~~September – Assessment & Strategic Planning/Greek Life~~
	3. ~~October – Veterans Resource Center~~
	4. ~~November – First Year Experience~~
	5. December – Housing
	6. January – SCPS
	7. February – Student Involvement
	8. March – Rec & Wellness (Corie)
	9. April – Property Management
	10. May -
	11. 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 |
| December 5th | Dining | Joanne LaBuda |
| February 6th | SCPS | Kristee Treadwell |
| March 5th | First Year Experience | Sarah King |
| April 2nd |  |  |
| May7th  | Business & Finance | Amy Mosley |

1. **HIED 8200: Assessment Course with Dr. Marigold Hudock**
	1. Departments interested in conducting assessment project with College of Education students should let A&SP know
		1. Students need to know the context of the department
		2. Departments need to know for the future at least 6 months in advance
		3. Send blurb to departments written by Marigold
2. **A-Team agenda for December Meeting**
	1. Ugly sweater contest?
	2. Cookie exchange?
	3. Other ideas?
		1. Put poll in teams about what kind of cookies you want to bring and allergies
		2. A&SP to provide hot chocolate bar
3. **2022-2023 Annual Reports and 2022-2023 Effectiveness Reports**
	1. 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 and scoring via Baseline **due by November 13th to A&SP**
			1. Walk through A&SP Aubie example
			2. <https://baseline.campuslabs.com/au/peerreview2023>
		4. Rater Feedback on Peer Review Process to be completed at end of 11/7 A-Team meeting
			1. <https://baseline.campuslabs.com/au/raterfeedback2024>

Note: A&SP will compile results, carry out final review, and send to Sr. Leadership by November 2

1. Annual Reports were sent to senior leadership on Friday, October 20
2. **Assessment Curriculum:** <http://assessment.auburn.edu/assessment-curriculum/>
	1. Participation is a professional development expectation within each department

**Tier 1**

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| **Workshops** | **Date** |
| 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** |
| 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** |
| 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. **Calendars**
	1. **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:** <https://assessment.auburn.edu/resources/calendar/>