

## **DSA Assessment Team Minutes**

### **September 14, 2015**

**Present:** Jerry Smith, Amanda Dyer, Blake Whitaker, Kelli Hutka, Jennifer Boyle, Melissa Shehane, Raye Leigh Stone, Cruz Rios, Kari Keller, Debbie Almand, Anthony Schneider, Stefanie Baker, Paul Harwell, Mark Haven, Judy Marrs, and Judd Moody Susan Fox-Forrester, Tim Salazar, Darby Roberts, and Kelly Cox

**Absent:** Eric Posada and Carol Binzer

#### **2015-2016 Planned Assessment Projects**

- Kelly shared some information about the projects departments have planned for the 2015-2016 academic year.
- There are currently 181 projects, however, there have been some projects that have come to SLS that were not on the lists from departments.
- A majority of the projects are planned for the spring, and as surveys; however there are more summer and on-going projects as well as other assessment methods being utilized.
- Almost one-quarter of the planned projects are new.
- Departments plan to work with SLS for three-fourths of the projects.

#### **Highlights from the DSA Needs Assessment**

- Kelly shared some highlights from the DSA Needs Assessment conducted this summer; the full report is available on the results page of the SLS website.
- There was a 62% response rate (increase of 22% from 2012 when last conducted) and represented all departments except SLS.
- Staff were most positive about assessment being incorporated and supported in their department; yet were less positive about being interested in partnering with other departments to do assessment.
- While surveys and tracking were the most common method to gather information, almost all options provided increased since 2012 so it would see staff are using different ways to collect data.
- There was a decrease in staff sharing assessment results. Those who did share results also reported a decrease in the ways information is shared, except for at department staff meetings.
- Staff felt most knowledgeable about writing outcomes, developing survey questions, and using assessment results; however felt less knowledgeable about assessment politics, using classroom assessment techniques, and using results from national assessment instruments. Overall, staff reported a decrease in knowledge when compared to 2012 in all areas except facilitating focus groups/interviews and using rubrics.
- Staff were most interested in learning more about how to use assessment results, documenting student learning, and using benchmark results; they felt less interested in learning about assessment politics, the assessment cycle, and using classroom assessment techniques. However, staff reported an increase in interest for all areas except the Texas A&M QEP.

#### **Assessment Day/Symposium Discussion**

- A question was added on the DSA Needs Assessment about if staff were interested in learning from other departments and their assessment efforts. Of the staff members who wrote in a comment, approximately 86% were positive about this idea.
- We discussed what this could look like and if we should look at planning this type of event for the division.
  - Make nominations for staff to attend as well as present; important to target staff
  - Consider opening it wider than just DSA, but the system.
  - Presentations – look at having shorter presentations without PowerPoint to keep it easier for the presenters; have presenters talk about lessons learned; give presenters a template to follow; have presenters provide a one-page bulleted handout about the project (following the presentation template) for audience to take back with them
  - Be sure to include service options and presentations.
  - Could look at connecting presentations with the DSA strategic goals.

- Timing – could be late May or early June, or January.
- If we looked at a May or June option, we could also look at presentations and encourage folks to apply for a NASPA Excellence Award, which are typically open around that time and due in October.
- Kelly and Paul expressed interest in forming a small group to discuss this further and help with some of the planning. Paul would help with a small group if we are looking at January 2017, not this immediate January. If anyone else would be interested in talking further about this, please contact Kelly.
- While we would look at small group helping to plan some of the details, all Assessment Team members would need to help in communicating with departments, finding presenters, and encourage staff to attend.

### **Assessment Team Presentations**

- All departments are scheduled (Whoop)! Kelly will send out reminders about two weeks before you are scheduled.
  - October 12 – Disability Services and Student Health Services
  - November 9 – Rec Sports and DoIT
  - December 14 – Music Activities and ODSL
  - January 11 – Student Activities and Office of the Commandant
  - February 8 – DMS and UCSE
  - April 11 – Children’s Center and Res Life
  - May 9 – MSC and UART
  - June 13 – VRSC and Student Counseling Service
- Guidelines for the presentations include:
  - Presentations should be 10-15 minutes long; SLS will have a 5 minute warning so we can stay on time with the meetings.
  - The Assessment Team member does not have to be the presenter for your department.
  - There will be access to AV equipment, but it is not required for presentations
  - Presentations should include the project name or topic, the assessment method (what you did), an overview of how the assessment was conducted, and how the results have been/will be used for improvement and change.
  - Focus presentations on aspects other departments could benefit from and use.
- The schedule is saved in the V:drive at V:\Working Groups\DSA Assessment Team\Department Presentations\2015-2016.

### **Assessment Plan Reminders**

- The 2014-2015 cycle closes October 1 – be sure your plan is 100% finalized, marked as final, and in good shape by this date.
- Remember that as we get closer to the deadline, many people are on the system and it usually runs slower. You are strongly encouraged to not wait until the very last minute for this.
- All departments should have received feedback from SLS twice over the summer. Be sure to read this and make appropriate changes. If you have questions, contact SLS.
- If you have not run a report and shared it with your department, be sure to do so. This is a report that represents the department and it is good for everyone in the department to see and understand how all things fit together, not just what they might submit.

### **Collecting UINs**

- We had a discussion about the major UIN! If you have UINs of students in a program, service, etc. SLS is able to get you general demographics as well as information based on retention, persistence, and graduation rates (if the UINs go back far enough).
- If you do not know how to access UINs, often times DoIT can help in getting the UINs, but SLS would do the analysis.
- Depending on where that information is being stored, it can take some time to get everything pulled together. Think about this early in terms of what you need and talk with SLS.
- As many have already heard, this is a topic Dr. Pugh has spoken about. If your department has not discussed this to see if there if a group of students you should be looking at or finding out this type of information about, you may want to at least begin the discussions.
- Big Key Takeaway – gather UINs as appropriate to get this information!

### **Other Announcement**

- SLS has posted numerous reports on the department's website. Each month, several new reports will be highlighted with the agenda for the Assessment Team meeting.
  - SLS will also be posting reports of projects we do for other departments to share more information; if you have a concern about a specific project, please talk with SLS.
  - Please share this resource with staff in your department.
- We talked about upcoming assessment projects – several departments have things planned in the coming weeks.
  - Please come to the Assessment Team meeting with information about any projects from your department to share with the team to help us keep one another informed of what is happening.
- Discussion to take back to departments – remind staff members that the beginning of the year is a good time to create a plan for assessment they will be doing and some general time frames. Maybe they can mark their calendar or other way to remind them of throughout the year so projects are completed.
- The next Assessment Team meeting will be on October 12.