

DSA Assessment Team Meeting Minutes
September 12, 2016

Present – Children’s Center (Debbi Almand), Corps of Cadets (Byron Schlather), MSC (Raye Leigh Stone), Music Activities (Russell Tipton), ODSL (Stefanie Baker), Rec Sports (Mark Haven), Residence Life (Carol Binzer), Student Activities (Jennifer Boyle), Student Counseling (Kari Keller), Student Health (Judd Moody), Student Life Studies (Darby Roberts, Kelly Cox, Susan Fox-Forrester, & Katie Reed), University Art (Amanda Dyer), University Center (Jana Corley), and VRSC (Jerry Smith)

Absent – Disability Services, DoIT, and Multicultural Services

1. Introductions and Committee Overview/Logistics:

- Department representatives take information back to their department and are the source of information to give information from their department.
- Department representatives also are the contact for their departments’ assessment plan in WEAVEonline.
- This committee meets monthly on the 2nd Monday of the month from 3:00 – 4:30.
- If you are not able to attend a meeting, please try to have someone from your department come in your place. Additionally, please let Kelly know if you are not able to attend.
- All members have been sent a meeting request for the monthly meetings, if you need it sent again, please let Kelly know.
- There is a shared drive on the V drive; if you are not able to access it, please contact Kelly.
- SLS is planning an onboarding meeting for new Assessment Team members, but everyone is invited. Details coming soon.

2. A-Team Reflection:

- In an effort to promote reflection, there will be a question to start the meeting each month.
- The question this month was “What do you do to promote assessment in your department?”
 - Share results in recruitment efforts
 - Report information through WEAVEonline
 - Share impact or promotional pieces with donors
 - Use it to tell our story
 - Share with staff to make improvements
 - Use information for staff training
 - Benchmark against other institutions

3. Department Presentations:

- Student Life Studies (SLS) presented on Assessment Boot Camp
 - SLS used four methods to assess the effectiveness of the program and the identified learning outcomes. 1) Assessment planning worksheet; 2) Fake conference/use of results activity; 3) One minute reflection; and 4) AERKC rubric as a pre- and post-assessment.
 - The highlight of results included 98% identified two improvements to the fake conference; 96% could identify at least one stakeholder; 88% selected an appropriate assessment method; 87% accurately wrote an outcome; and 67% could identify different ways to share information.
 - SLS shared results with various stakeholders. A full report was shared with the SLS staff and discussed at a staff meeting; the full report was also shared with participants as well as comments from the assessment planning worksheet being sent back to participants; an executive summary was written for the OVPSA; information was shared on the website, Facebook, WEAVEonline, and with A-Team.
 - SLS will use the assessment results in several ways. SLS staff will host future Assessment Boot Camps based on the feedback and results; the SLS staff will revisit the curriculum to adjust time spent on different aspects and will develop different activities; the SLS staff will look at the logistics of scheduling and if two tracks could be offered or having it over two days; and SLS will continue utilizing a direct assessment method.

- What went well? Utilizing a direct assessment method and having multiple methods for the assessment.
- What was a challenge? Scoring the assessment planning worksheet and needing to have clearer directions on the activities.
- Throughout the year, all departments will present an assessment project during an Assessment Team meeting. Based on feedback from committee members, we are asking all presentations use the following framework.
 - Assessment project (title and brief background)
 - Assessment method(s) used
 - Highlight of the results – not all the results
 - Stakeholders you shared results with or will share with
 - How you have used or are using the results
 - Project reflection – what went well and what were challenges
- Presentations will be about 10 minutes and can have a PowerPoint, but it is not necessary.
- The Assessment Team member does not have to be the presenter, but would be the one to coordinate someone else presenting and sharing the framework with that presenter.
- Departments signed up for their presentation:
 - October 10 – 2 spots open
 - November 14 – ODSL and 1 spot open
 - December 12 – Student Activities
 - January 9 – University Center and Res Life
 - February 13 – Children’s Center and Student Health
 - April 10 – Rec Sports and Music Activities
 - May 8 – Corps of Cadets
 - June 12 – VRSC and Student Counseling
 - July 10 – UART and MSC
- Disability Services, DoIT, and Multicultural Services need to sign up for the remaining opening – please let Kelly know which meeting you would prefer (October 10 or November 14)

4. Discussion:

- Department Assessment Planning
 - Information was shared about the projects all departments turned in last month on the assessment projects to be done this coming year.
 - There is about a 31% increase in the total number of projects to be done over the year and 37% of those are scheduled to be done in the spring semester.
 - Half of the projects (51%) plan to use a survey as the assessment method.
 - Almost one-third (30% are new projects and just over two-thirds (69%) plan to work with SLS for their project.
- Sharing and Using Assessment Results
 - Susan share information on sharing assessment results; highlighting from an assessment training series presentation done in spring 2016 and feedback from departments that was gathered during SLS’s focus groups this summer.
 - Why do we need to share?
 - Transparency
 - Knowledge
 - Value
 - Resources
 - Branding
 - Professional expectations
 - Who are our audiences:
 - Internal audiences include students, staff, supervisor, faculty, and administrators
 - External audiences include parents, alumni/donors, accreditors, legislators, community, and media

- How do we share our results?
 - Tables, graphs, charts, words, pictures, infographics, and Wordle could be used in various methods
 - Written reports
 - PowerPoint presentations
 - Websites or Social Media
 - Newsletters or Newspapers
 - Posters
 - DSA Update
 - WEAVEonline
- From focus groups this summer, DSA staff shared who some of their stakeholders are and how they shared information.
 - Stakeholders included department staff, students, donors, alumni, knowledge communities, and faculty members
 - Results were shared in WEAVEonline or annual reports, email, websites, on shared drives, over listservs, and in presentations.
- WEAVE reminders
 - Final feedback is coming back from SLS, and should be completed this week.
 - Departments will have through September 30 to make any changes before the cycle closes
 - It is important to review information and determine if anything should be marked to end in this cycle. The default is to carry forward to next year.
 - It is recommended to run a report and share that with all staff in your department so everyone knows what is included in the assessment plan.

5. Announcement:

- SLS has posted many new reports on their website of projects done with other departments; be sure to look at some of that information.
- Assessment Training Series – the first workshop is next Monday, September 19 from 1-2 pm in Koldus 146.
- If you have a large assessment project coming up, be sure to bring that information to Assessment Team meeting to share with others.
 - The SERU will be administered again in the spring semester, probably in February.
 - This fall the DSA 2.0 survey will be coming out to directors, but they may be giving that to others in the department to complete.
- There will be an onboarding meeting for new Assessment Team members; Kelly will be following up with folks who have not completed the doodle to schedule that meeting.

6. Department Takeaways:

- Each meeting there will be a chance to share your takeaways from the meeting that you will share with your department.
- This week's takeaways included:
 - Share results with staff
 - Share results from a department survey at an upcoming all-staff training retreat in October
 - Remember that there are more than surveys that can be used for assessment
 - Don't wait until September 30 to finish everything in WEAVEonline because the system is often very slow
 - Put assessment training series workshops on staff calendars so they think to attend
 - Schedule meetings with all the WEAVEonline writers in the department to discuss closing out items and not rolling everything forward