

## **DSA Assessment Team Meeting September 10, 2018 Minutes**

**Present:** Debbi Almond, Byron Schlather, De'Jon Diggs, Kerry Pickens, Raye Leigh Stone, Huanshu Yuan, Russell Tipton, Stefanie Baker, Mark Haven, Kyle McCracken, Jennifer Boyle, Kari Keller Becker, Connie Langellier, Judd Moody, Kelly Cox, Susan Fox-Forrester, Eric Webb, Ligia Perez, Heather Bennett, Jana Corley, Jerry Smith, Ashley Drake, and Alyce Odasso (from Office of Institutional Effectiveness and Evaluation).

**Absent:** All departments attended

### **Introductions:**

- We did introductions of all members and welcomed new members to the Assessment Team
- Meetings are the second Monday of the month and all team members should have received a calendar appointment from Kelly Cox. If you have not received a calendar appointment, please contact Kelly to be added.

### **A-Team Reflection and Discussion:**

- Most meetings we'll start with a reflection question to have some discussion and hopefully increase engagement in the meetings. Everyone is encouraged to share!
- What do you enjoy most in your work with assessment?
  - Taking numbers and data and turn it into cash from donors.
  - Debunking the myth.
  - Helping students to articulate their learning to potential employers.
  - Looking at trends and patterns.
  - Understanding the significance of the numbers.
  - Using data to find problems and create solutions.
  - Seeing data being used for improvement and closing the loop.

### **Discussion:**

- Results from Start, Stop, Continue Results and Highlights
  - Kelly shared the results from the Start, Stop, Continue assessment done last May.
  - One change being implemented this year is not having department presentations. That is not to say we won't come back to those at some point, but not this academic year.
  - There were several comments regarding the meetings and frequency; the plan is for the committee to meet monthly but there will be a few meetings that will be cancelled. Additionally, if there is nothing to include on the agenda, then we would cancel.
  - Student Life Studies is using the results from this assessment to look at topics to discuss at Assessment Team and bringing in guest speakers for some of these.
  - Alyce from Office of Institutional Effectiveness and Evaluation (OIEE) shared that they could do a training at an Assessment Team meeting in the spring on using AEFIS, this new platform system that will be replacing WEAVEonline. While some final decisions are being made, the plan would be for AEFIS to be up and running in the spring and that all colleges and support units (including DSA) would use this platform for their 2018-2019 assessment plan; that report would be done in AEFIS in late summer/early fall 2019.
  - A question was asked about Assessment Boot Camp dates. Student Life Studies has not planned a full day of Assessment Boot Camp for this upcoming year, we do have an extended training scheduled for December 18 from 1:30 – 4:30 in Koldus 144. We are meeting next week to finalize the topic and begin marketing this training.

- DSA Assessment Planning
  - Kelly shared some trend data from the past five years in terms of assessment projects departments anticipated doing for the academic year. Please note, these are what departments think they will do, but we know not every project ends up being implemented for a variety of reasons.
  - Compared to last year, there is a 20% increase in the number of assessment projects expected to be done this academic year.
  - The breakdown of departments, when projects would be conducted, and if departments will utilize Student Life Studies is fairly consistent with last year's data. There is an increase in departments utilizing existing data compared to the previous year.
  - There was a question about actual numbers and Student Life Studies can pull that for the past academic years to share with Assessment Team in October. We are looking at some of this now since the 2017-2018 academic year has ended.
- Working with Student Life Studies
  - Susan shared information about working with Student Life Studies. Our hope is that you are able to guide staff in your department in working with us so we can effectively serve you and your needs.
  - To initiate a project staff can complete the form when you hit the "assessment request" button on our homepage at <https://studentlifestudies.tamu.edu/>.
  - Student Life Studies will help staff with all stages of the assessment process from designing an instrument, to administering data collection, to analysis, and report writing.
  - Also on our website staff can find a variety of resources and information. Please encourage staff to look at these, especially if doing their own projects.
- Upcoming reports
  - Department assessment plans are due October 1
    - These reports are for the 2017-2018 academic year and will be reported using the Word document template that was sent out.
    - If you need the template again or you need to know which staff member from Student Life Studies is working with your department, please contact Kelly.
    - Student Life Studies will review assessment plans and provide feedback back to departments by November 1. Departments will be able to make adjustments and changes to their plan before turning in their final report by November 16. The final reports will be sent to OIEE.
  - Department annual reports are due November 1
    - The templates for these reports were sent to directors and Assessment Team members were copied on the email.
    - The template for these reports are similar to what was turned in last year.
    - Meetings with the OVPSA have been set up to discuss annual reports; the plan is for all meetings to be completed before leaving in December.
- Planning assessment projects for the spring semester
  - The sexual assault climate survey will run February 1 to March 4 and SERU will probably run March 19 (right after spring break) until April 12. The plan is for SERU to close before the Graduating Senior survey begins running in mid-April.
  - All departments are asked to work around these large institutional assessments when conducting department projects, especially if you would be doing something with a large group of students such as a random sample survey, a large number of students living on campus, student vet population, students using the Rec Center, etc. This is something that impacts all departments so please begin thinking about that in terms of spring assessment projects.
  - The American College Health Association National College Health Assessment (ACHA-NCHA) is going through IRB currently with the hopes to be administered now in the fall semester.

#### **Announcements:**

- New project reports, blogs, and podcasts posted on the SLS website
- Upcoming assessment projects with departments, division, or campus?

**Department Takeaways:**

- What were the takeaways for you that you'll take back to your department?
  - That there will be new software (AEFIS) for assessment plans
  - Additionally, there will be training in using AEFIS
  - It sounds like AEFIS will be better than WEAVEonline in terms of providing more flexibility for non-academic departments.
  - Need to look at implementation dates for a needs assessment planned for the spring and change dates to work around larger institution assessments.

**Reminders and Due Dates:**

- Upcoming Assessment Team meetings: October 8, November 12, December 10, January 14, February 11, March 11, April 8, May 13, June 10, July 8, and August 12
- Upcoming due dates: Assessment plans due October 1 and annual reports due November 1