

DSA Assessment Team Meeting September 9, 2019 Members

Present: Miles Rucker, Debbi Almond, Byron Schlather, Kristie Orr, Kerry Pickens, Raye Leigh Stone, Huanshu Yuan, Russell Tipton, Stefanie Baker, Alyce Odasso, Mark Haven, Kyle McCracken, Judd Moody, Kelly Cox, Susan Fox-Forrester, Eric Webb, Ligia Perez, Heather Bennett, Jana Corley, and Ashley Drake

Absent: Student Activities

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.

Discussion:

- DSA Assessment Planning
 - Kelly shared some trend data from the past six 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 is implemented for a variety of reasons.
 - We are very similar to the number of assessment projects expected to be done this academic year, compared to last year.
 - The breakdown of departments, when projects would be conducted, assessment methods, and if departments will utilize Student Life Studies is consistent with last year's data.
 - For last year (18-19) the number of actual projects decreased compared to previous years.
- Working with Student Life Studies
 - Kelly shared information about working with Student Life Studies. Our hope is that you are able to this with staff in your department and guide them in working with us so we can effectively serve you and your needs.
 - 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.
 - It does not matter the size of the project – we will help!
 - We can do assessments beyond surveys – focus groups, rubrics, etc.
 - We are happy to consult at any point, even if staff members are administering the project on their own.
 - The “end” doesn't need to be the end; you can come back and ask us to re-run data to disaggregate it or meet with us to brainstorm and discuss how to use the results.
 - The initiate a project staff can complete the form when you hit the “assessment request” button on our homepage at <https://studentlifestudies.tamu.edu/>.
 - If you are not sure what you want to do or you want to be creative, please allow some extra time.
 - 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.

- Assessment Plans
 - 18-19 outcomes, measures, and targets were due to SLS and you should have received feedback. Remember, you still need to submit them in AEFIS by this Friday, September 13.
 - 19-20 outcomes, measures, and findings are due in AEFIS; when you hit submit that sends it to SLS for us to give any feedback directly in that platform.
 - If you are having problems exporting your forms, please contact Alyce and she can help.
 - It is recommended to use Chrome or Firefox when using AEFIS; Internet Explorer is not recommended.

- Results from Assessment Team Survey
 - We discussed the highlights from the survey of Assessment Team members and some of the changes that will be made for meeting this upcoming meeting.
 - We will continue to hold monthly meetings, but will cancel if there are no agenda items. Meeting appointments will remain on the calendar until closer to the meeting to determine if that meeting is necessary or not.
 - We stopped the reflection questions that were at the beginning of the meetings.
 - One of the purposes identified for this team was to share best practices and learn from others; we will have time at the end of meetings for departments to discuss assessment related items in their departments. This could be sharing an assessment win or challenge you (or your department) had; or it could be gathering feedback from this team on how to approach something.
 - We are looking at adding professional development/training discussions to the meetings. Based on the results, 70% or higher were interested or very interested in these topics. These are the topics SLS is planning for some point during meetings for the 2019-2020 year.
 - Using larger campus data for decision making
 - Updates or information from OIE&E
 - Creating direct assessment measures
 - Writing quality assessment plans
 - Someone from the OVPSA attending
 - Using assessment results to make decisions/improvements
 - An expert on some aspect of Student Affairs assessment
 - Assessing student employment
 - Sharing assessment results
 - One topic also rated high was using Excel for basic analysis; however, Ligia is working on a plan to do a series of workshops on this topic for the division so it may not be directly at Assessment Team meetings.

- Using Larger Campus Data for Decision Making - New Aggies Student Survey
 - This survey is currently running; it was sent on September 3 to all first time in college (FTIC) and incoming transfer students. It will close on Thursday, September 19.
 - We broke into small groups and went through the survey instrument and highlighted questions that would be of interest or beneficial for specific departments or the division in general.
 - Additionally, members could identify if any questions would be helpful to have disaggregated by certain populations.
 - Student Life Studies will compile all the questions that were of interest to members and then will work with OIE&E to have access to the data and run results. We hope to share this at the October meeting.
 - As part of sharing this information, we'll discuss how departments might be able to use this information directly in their areas as they make decisions or improvements to programs and services.

Announcements:

- DSA Staff Assessments – Q12, Wellbeing Index, and Inclusivity Index
 - To be administered the end of September through the middle of October
 - Encourage all staff in your department to complete it
- The Committee on Student Learning in the Co-Curricular is planning a curriculum mapping workshop; what for an email with more information on dates and times.
- September 10 (tonight) CAPS is hosting “Not Another Aggie” a suicide awareness walk at Rudder Plaza. The program begins at 7:00, candle lighting is at about 8:00, and the walk begins at about 8:15.
- MSC Abbott is currently collecting applications for sophomores and juniors for two leadership conferences in the spring semester.

Department Takeaways:

- What assessment successes or challenges are you seeing in your department?
- What were the takeaways for you that you’ll take back to your department?

Reminders and Due Dates:

- Upcoming meetings: October 14, November 11, December 9, January 13, February 01, March 9, April 13, May 11, June 8, July 13, and August 10
- Upcoming due dates:
 - Assessment plans (outcomes, measures, and targets) due this Friday, September 13
 - Annual reports are due November 18