DSA Assessment Team Meeting Minutes
October 14, 2019

Present: Miles Rucker, Byron Schlather, Jessica Harp (in for Kristie Orr), Raye Leigh Stone, Huanshu Yuan, Russell Tipton, Stefanie Baker, Alyce Odasso, Mark Haven, Jennifer Boyle, Judd Moody, Kelly Cox, Susan Fox-Forrester, Eric Webb, and Ligia Perez

Absent: Children's Center, DoIT, Res Life, University Art, University Center, and VRSC

Welcome / Introductions:
• Welcome to Jessica Harp who came to the meeting for Kristie from Disability Resources.

Discussion:
Working with larger institutional data
• Eric walked through how to look at results on the DSA landing page for larger institutional surveys done through OIE&E.
• It is designed for you to go in and sort information with different filters to focus on information you are looking for.
• We hope this is a useful resource for you and your department.
• If you want access to the landing page, please follow the directions sent out in an earlier email. We are also checking if you can have access to the main DSA landing page.
• If you are interested in results by a specific population you work with, contact SLS for assistance.

Assessment Plans
• Alyce shared some highlights based on reviewing most of our departments’ 18-19 assessment plans:
  o If you have multiple targets for a measure or multiple measures/targets for an outcome, be sure to address all of those in the one finding box. You should be able to see a new form in AEFIS to add your findings for your 18-19 outcomes, or it will be coming very soon.
  o Your findings are due as a PDF to SLS by November 20; SLS will get feedback back to you by December 6. You’ll have until December 20 to submit your 18-19 findings in AEFIS, which will go directly to OIE&E.
  o If you make changes to the outcome in one plan, such as 19-20, it makes those changes also in the 18-19 plan. If you have big changes you are making on outcomes between plans, add a new outcome (and the appropriate measure and target) rather than editing one that impacts other plans.
  o In your outcomes, be sure to explain how your outcome related to student success, if appropriate based on what the outcome is.
  o The mission doesn't carry over from 18-19 to 19-20 so copy and paste that in your 19-20 plan. Hoping that is addressed before the 20-21 plans are available.
  o You will be seeing a new form for reflections and closing the loop – this will be based on the 18-19 assessment plans. This is also due as a PDF to SLS by November 20; SLS will get feedback back to you by December 6. You’ll have until December 20 to submit your 18-19 responses in AEFIS, which will go directly to OIE&E.
  o As part of the reflection and closing the loop form, you'll be asked about updates on previous data informed actions (action plans). OIE&E does not expect that departments will have made changes and implemented a new assessment within a year. If you have moved forward or made changes based on previous action plans, you need to include that as part of your response. This may be for action plans from a couple of years ago, which is fine.
You should be including something in all boxes for data informed actions, even if you've “met” the target. What are you doing next based on the results you received?

For more information on any part of your assessment plan in AEFIS, refer to the user guidelines online at [https://assessment.tamu.edu/Assessment/AEFIS](https://assessment.tamu.edu/Assessment/AEFIS). It is titled “SUPPORT Unit Assessment Guidelines (companion manual). This is a great resource for you.

**Announcements:**
- If you want access to the DSA landing page with OIE&E, please follow the instructions Kelly emailed out, or contact Kelly to send those again.

**Department Sharing and 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?
  - A couple departments mentioned using AEFIS and what to include in assessment plans.

**Reminders and Due Dates:**
- Upcoming meetings: November 11, December 9, January 13, February 01, March 9, April 13, May 11, June 8, July 13, and August 10
- Upcoming due dates:
  - Submit final 19-20 assessment plans in AEFIS; SLS will have feedback to you by October 25
  - Annual reports are due November 18
  - 18-19 findings, actions, & reflections due to SLS as a PDF by November 20
  - Submit final 18-19 finding, actions, & reflections in AEFIS by Dec. 20; feedback from SLS by Dec. 6