

DSA Assessment Team Meeting Minutes

November 11, 2019

Present: Miles Rucker, Debbie Almand, Byron Schlather, Jessica Harp (in for Kristie Orr), Raye Leigh Stone, Marisa Suhm (for Huanshu Yuan), Russell Tipton, Jennifer Ford (for Stefanie Baker), Alyce Odasso, Mark Haven, Kyle McCracken, Jennifer Boyle, Kelly Cox, Susan Fox-Forrester, Eric Webb, Ligia Perez, Heather Bennett, and Ashley Drake

Absent: DoIT, Student Health, and University Center

Guest: Dr. Alicia Dorsey, Office of Institutional Effectiveness and Evaluation

Discussion:

Assessment Plans

Alyce Odasso shared some updates related to assessment plans.

- Everyone should have their 18-19 assessment plans on their task list and you can make any edits as well as add your findings and data-informed actions.
 - If you make a change to an outcome in 18-19, it will change it also in your 19-20 plan. If you are making a big change between plans, it is better to create a new outcome.
- Where applicable, be sure to make it very clear how the outcome relates to student success.
- If you are trying to find where your form is, you can go to the “My Data Collection Form” section on your dashboard and that will tell you where all your forms are and you would know if it is with SLS or OIEE.
- 19-20 assessment plans through targets were due to OIEE on Friday (except for a few departments who had some technical issues).
 - If you haven't submitted your plan, please do that.
 - Kelly will be following up individually with departments who have not submitted their plans.
 - OIEE will be reading these and providing feedback.
 - When you get the form back with their feedback, look at this and talk with staff in your department about any changes you are making based on this feedback.
- 18-19 findings and data-informed actions are due as a pdf to SLS by November 20.
- Findings:
 - You only have one text box to report all findings, even if you have more than one target. Be sure to include the findings for all targets.
 - Under the text box to enter your finding, is a drop down box to select if that target was met, partially met, or not met.
 - If you have one target that was met but others that were partially met or unmet, then select partially met.
 - Remember, you should not select partially met just because you are close to your target. If you did not reach your target, then you should select not met.
 - When writing your findings, share the appropriate results as related to your target(s).
 - Also talk about the meaning of these results or the “so what” part of your results.
 - You can talk about your achievement over time if this is an outcome you've had for past years.
 - SACS COC primarily looks at unique student populations as online students or students at other campuses. If you do not serve these populations, be sure to include that in your findings so OIEE is not looking for these results.
 - You can also share information from drilling down and looking at unique populations that are applicable to your department. This could include various demographics.
 - If you have supporting documents to include with your findings, you can upload the documents and then indicate in the finding that you've included a document with the title.

- Data-informed actions:
 - Everyone is strongly encouraged to read the online manual, especially for this section.
 - You must include something for all data-informed action boxes; however, you must have at least one that covers everything.
 - Specific action for improving
 - Why you think this action will help
 - A tentative timeline for the action
 - The person responsible for the action – use position titles over names
 - Be sure to connect the actions to student success as applicable
- Assessment Reflections and Closing the Loop:
 - This form is also due as a pdf to SLS by November 20.
 - There are six questions. The first three questions are assessment reflection.
 - #1 – how was your leadership and other staff members involved?
 - #2 – what lessons did you learn? Did the results tell you what you needed to know? Were the results useful or not useful?
 - #3 – what changes will you make for 19-20 or beyond? Is the change about who is involved with the assessment, your assessment plan, how you'll analyze the data, or asking different questions?
 - The next three questions are for closing the loop.
 - You'll want to select a past outcome that changes have been fully implemented and re-assessed. This could be from 15-16 or 14-15.
 - #4 – discuss an outcome from a previous year and the specific findings related to that outcome. You'll be sharing what the outcome and findings were.
 - #5 – describe the action that was taken in detail. How did you take the data, decide on a change to make, and then implement that change?
 - #6 – share the results from re-assessing this outcome and share if the changes had a positive impact on reaching the outcome.

Guest speaker Alicia Dorsey with Office of Institutional Effectiveness and Evaluation

- OIEE administers several surveys (new student survey, climate survey, graduating senior survey, and former student survey) and shares the results directly with the colleges, departments, and programs. The results are also available to Student Affairs on our landing page.
- OIEE encourages the academic support units to look at reach, use, and impact.
 - Reach – who are they reaching and do the demographics of their students match the student body?
 - Use – who is using the resources?
 - This may also include looking at the combination of students using multiple resources.
 - Impact – is it making a difference?
- All aspects of the student success initiative are examples of data-driven decisions. The specific new initiatives were based on existing data, and in many cases, the content and details of the initiatives were also based on data.

Announcements:

- The university-wide climate survey will be administered in spring 2020.
 - This is tentatively scheduled for the three weeks right after spring break; we'll let you know exact dates once confirmed.
 - This will be a survey for EVERY person on campus – all students, staff, and faculty.
 - There will be common questions for everyone and then specific sections for individual populations.
 - The Office for Diversity and the President's Office are supporting this survey.

Reminders and Due Dates:

- Upcoming meetings: December 9, January 13, February 01, March 9, April 13, May 11, June 8, July 13, and August 10
- Upcoming due dates:
 - Annual reports are due November 18
 - 18-19 findings, actions, & reflections due to SLS as a PDF by November 20
 - Feedback from SLS on 18-19 assessment findings, actions, & reflections by Dec. 6
 - Submit final 18-19 finding, actions, & reflections in AEFIS by Dec. 20