DSA Assessment Team Meeting Minutes  
February 10, 2020

Present: Miles Rucker, Debbie Almand, Cameron Baker, Raye Leigh Stone, Huanshu Yuan, Russell Tipton, Stefanie Baker, Mark Haven, Kyle McCracken, Jennifer Boyle, Judd Moody, Darby Roberts, Kelly Cox, Susan Fox-Forrester, Eric Webb, Ligia Perez, Jana Corley, and Ashley Drake

Absent: Corps of Cadets, Disability Resources, University Art

Assessment Tip:  
- Susan shared a few tips in using Qualtrics  
  o You can get assistance from Student Life Studies on Thursday at 10:30 in Koldus 238 – our students will be there to help you with a project you are working on.  
  o If your account is running slow, go to the settings at refresh your account.  
  o If you have a survey to send to many people, the best options is to upload a contact list from an Excel CSV file. You go under contacts to add the contact and then can select that when you distribute the survey.  
  o It is considered best practice to have an introduction at the beginning of the survey by using descriptive text – thank people for taking the survey, give them any instructions or information, tell them if there are questions that are forced response and how to identify those.  
  o Under actions you can set up to trigger an email or another survey to respondents or others based on a condition that you set.

Student Life Studies Update:  
- Eric shared about the new Assessment Questionnaire that is being developed.  
  o We are taking feedback from staff who participated in our focus groups last summer and making changes to the form.  
  o The biggest changes to clients will be the questions they are asked, which should be more concise.  
  o There will be changes on the backside to help SLS in tracking projects.  
  o We will be testing the new form internally over the next several weeks and then you should see the new form go live later this semester.

Discussion:  
New Aggies Student Survey Results  
- In the fall, Assessment Team members identified questions from the New Aggies Student Survey that you would be interested in knowing the results. There were 74 questions identified; those have been divided into themes or similar topics and will be shared over the next several meetings.  
- Darby presented results related to co-curricular, involvement, and resources. Refer to the PowerPoint for the specific results.  
- Information for all the questions can also be found on the OIEE website under the report tab.

Announcements:  
- OIEE is reviewing division 18-19 assessment plans and those should be finished the end of this week or early next week. The 18-19 plans were due at the end of December and closed the assessment plan. When you receive feedback, be sure to review that information and apply comments to your 19-20 plan.  
- Your 19-20 plans are back with you and you can begin putting findings and data-informed actions in there if the assessment has been completed. You do not need to wait until the due date next fall to get started on this.  
- The SERU will be administered starting March 23 or 24 and will run through the middle of April.

Reminders and Due Dates:  
- Upcoming meetings: March 9, April 13, May 11, June 8, July 13, and August 10