

# Division of Student Affairs Assessment Committee (A-Team)

# April 20, 2021

AGENDA WITH MEETING NOTES

**Participants**:

Melissa Acuna, Jasmine Bustillos, Natalie Cleary, Amanda Ferguson, Jackie Gardner, Tanika Gardner, Veronica Guzman, Jennifer Mersman, Pamela Moses, Anissa Rogers, Avi Rodriguez, Ben Toubak, Jason Wimbley

See Teams for [2021 Zoom Recordings](https://teams.microsoft.com/l/file/81CE3987-4F87-4F8D-9247-98A60FDCAA93?tenantId=d73b9eaa-07c9-47c4-a6ce-f13bee0e8117&fileType=docx&objectUrl=https%3A%2F%2Fcsusanbernardino.sharepoint.com%2Fsites%2FStudentAffairsAssessmentCommittee%2FShared%20Documents%2FGeneral%2F2021_Zoom%20Recordings%20A_Team%20Meetings%20.docx&baseUrl=https%3A%2F%2Fcsusanbernardino.sharepoint.com%2Fsites%2FStudentAffairsAssessmentCommittee&serviceName=teams&threadId=19:5aa3b3f1220248ee8ec0507bd6568bbe@thread.tacv2&groupId=356f5a48-7252-4a7f-8d52-5884c75aa0f7)

1. **Updates and Announcements:** 
   1. action items from last time
      1. Sent outlook invites for Summer A-Team meetings
      2. Created shared doc for upcoming PD opportunities
         * Please add to it as you find relevant offerings
         * Just added [Higher Education Assessment Conference](https://www.nec.edu/higher-education-assessment-conference/): registration ends April 30, complementary registration for faculty and staff at minority serving institutions, as well as undergraduate and grad students.
   2. Assessment happenings in your areas? Anything people want to share with the group?
      1. SMSU launched SkyFactor survey: closes April 30. Insights typically comes 2-3 weeks after it closes. Jasmine and Mike will present to A-Team on this.
      2. OSE Social Justice Summit: knowledge acquisition and what you did with that knowledge: Jennifer will get with Jackie to discuss how to incorporate into larger DEI programming reports.
2. **DSA Call for Committee Membership.** 
   1. What does A-Team want to communicate in that call?
      1. Representation from every unit would be nice, and whoever is committed to culture of evidence within that unit. Some are one person units, may be a challenge. Commitment/interest is key, not token representation
   2. Poll for who plans to continue/leave to join a different committee: 100%
3. **ACLI: nominations open for all staff**
   1. see [here](https://teams.microsoft.com/l/file/A1DB3383-8902-41F3-9E2B-80FCBDD46F79?tenantId=d73b9eaa-07c9-47c4-a6ce-f13bee0e8117&fileType=pdf&objectUrl=https%3A%2F%2Fcsusanbernardino.sharepoint.com%2Fsites%2FStudentAffairsAssessmentCommittee%2FShared%20Documents%2FGeneral%2FACLI%2FCall%20for%20DSA%20Staff%20Summer%20ACLI.pdf&baseUrl=https%3A%2F%2Fcsusanbernardino.sharepoint.com%2Fsites%2FStudentAffairsAssessmentCommittee&serviceName=teams&threadId=19:5aa3b3f1220248ee8ec0507bd6568bbe@thread.tacv2&groupId=356f5a48-7252-4a7f-8d52-5884c75aa0f7) for call for nominations, will be presented to DSA Council on April 21
4. **Assessment Capability Fellows for DSA**
   1. applicants must be current A-Team member with completed or almost completed assessment credential (see [here](https://teams.microsoft.com/l/file/A74E07FC-8F1E-413B-903B-C35FEE4A2C04?tenantId=d73b9eaa-07c9-47c4-a6ce-f13bee0e8117&fileType=docx&objectUrl=https%3A%2F%2Fcsusanbernardino.sharepoint.com%2Fsites%2FStudentAffairsAssessmentCommittee%2FShared%20Documents%2FGeneral%2FCall%20for%20DSA%20Assessment%20Fellows.docx&baseUrl=https%3A%2F%2Fcsusanbernardino.sharepoint.com%2Fsites%2FStudentAffairsAssessmentCommittee&serviceName=teams&threadId=19:5aa3b3f1220248ee8ec0507bd6568bbe@thread.tacv2&groupId=356f5a48-7252-4a7f-8d52-5884c75aa0f7) for call for fellows).
   2. Call for Fellows *will not* be presented this to council, just A-Team. Incumbent on applicants to share this information with their supervisor
5. **Assessment Competency Framework 2.0**
   1. self-assessment in Campus Labs Rubrics: https://csusb.campuslabs.com/rubrics
   2. Review of revised competencies and feedback
      1. Comprehensive enough.
      2. Under measures it uses instrument connotes a survey or product
6. **Campus Labs Student Affairs Assessment Credential (if time permits)**
   1. [Closing the Loop on Student Affairs Assessment: Sharing and Using Assessment Results](http://www.campusintelligence.com/recorded_webinars/closing-the-loop-on-student-affairs-assessment-sharing-and-using-assessment-results/) (37 min)
   2. Rec & Wellness: Sharing to compel change to occur. Student Employment, Clifton Strengths. Could use NSSE to relate to, by being involved
   3. Anissa: set up an assessment team at PDC . Avi in ACLI, PDC faculty member accepted as a Faculty Assessment Capability Fellow, Anissa in ACLI. Not only the need to report, how are we doing a more comprehensive assessment and reflecting on all of this. There’s got to be more than reporting. How giving a more comprehensive assessment plan can help PDC integrate with SB campus, will help with communication and equity. We can set up our own questions and own goals, and see how we’re aligning.
   4. Jasmine, want to be inclusive of instrument structure and what gets asked of our unit. Mike and I have discussed just within our own units. There’s a lot of opportunity for units to use the data, interpret the results, so involving them from the beginning is a benefit.
7. **Action Items**
8. **Discussion items for next meeting**
   1. Culture of Evidence Survey Results
   2. Retrospective pre-post assessment on assessment capability upon completion (almost completion) of credential or its equivalent to track growth in the division. All A-Team members will receive a link. It will be open for two weeks, please have completed by May 18.
   3. Jasmine and Mike will present on Sky Factor results when available, and how SMSU plans to use them.
   4. Jasmine and Mike will share some of their topics and topics they’ve done for PD In SMSU
   5. A-Team subcommittees
      1. Unit Level Assessment Planning: assessment template, assessment cycle, outcome reporting (open to all levels of Assessment Capability, Team Lead of at least Intermediate)
      2. Assessment Resource Curation, repository, plan for creation: assessment handbook, glossary, webpage, training (open to all levels of Assessment Capability, Team Lead of at least Beginner level)
      3. DSA Strategic Plan progress monitoring and DLO assessment/alignment (open to all levels of Assessment Capability but requires at least half of work group—and Team Lead-- to be at Intermediate or above)

**Upcoming Meetings:**

* + May 4, 2021 09:00 AM
  + May 18, 2021 09:00 AM

**Upcoming trainings in Campus Labs Credential**

**Assignment: Create and submit Assessment Project Plan using the "Assessment Project" template, available to download below (email to**[**assessmentcredential@campuslabs.com**](mailto:%20assessmentcredential@campuslabs.com)**).**

Lesson 7: Communicating and Using Assessment Results

* + [~~Writing Assessment Reports (video)~~](http://baselinesupport.campuslabs.com/hc/en-us/articles/204304815-Writing-Assessment-Reports-video-)~~(42 min)~~ The slides are messed up on this video and it’s a bit painful to get through. We can skip.
  + [~~Closing the Assessment Loop: Making Informed Decisions~~](http://www.campusintelligence.com/recorded_webinars/closing-the-assessment-loop/) ~~(47 min)~~ This existed before the Anthology/Campus Labs merge, is no longer available

Videos we skipped last year

Lesson 2: Relationship of Assessment to Other Processes

* 1. [Webinar: Program Review Made Simple](http://www.campusintelligence.com/recorded_webinars/program-review-made-simple/) (50 minutes)
  2. [Using CAS Standards to Improve Student Affairs Practice](https://www.youtube.com/watch?time_continue=11&v=Ze3oqBr4pa0) (61 minutes)
  3. Consider when to circle back to this in light of priorities highlighted in Goal 2