

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

# May 4, 2021

AGENDA WITH MEETING NOTES

**Participants**:

Melissa Acuna, Jasmine Bustillos, Natalie Cleary, Amanda Ferguson, Jackie Gardner, Tanika Gardner, Veronica Guzman, Jesse Juarez, Pamela Moses, Ben Toubak, Conrad Valdez, Ashley Watterson, Shelby White, Jason Wimbley, Mike Wong, Rosemary Zometa

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. ACPA Assessment Institute: great show of interest!

|  |  |
| --- | --- |
| Registrant | Track |
| Carina Torres | Program Track |
| Agustin Ramirez | Program Track |
| Amanda Ferguson | Department Track |
| Melissa Acuna | Program Track |
| Michael Wong | Department Track |
| Lisa Root | Department Track |
| Jesse Juarez | Program Track |
| Consuelo Sanchez | Program Track |
| Rosemary Zometa | Department Track |
| Jennifer Mersman | Division Track |
| Francisco Alfaro | Program Track |
| Jared Fisk | Program Track |
| Jasmine Bustillos | Department Track |
| Shawn Chin-Farrell | Division Track |

1. How can A-team create a way for participants to share out key take-aways? What would that space look like, how would we capture, and who would be the audience?
   1. Assessment Website
   2. Google form for debriefing and sharing with department
   3. Reflection form
   4. Post-event meeting for attendees, meeting with others who are on the same track during the conference to unpack and process collectively as a group
   5. Presentation to department upon return from PD opportunity
   6. Possibly opening A-team meeting to provide learning environment for nonmembers (giving tips and sharing resources)
   7. Sharing notes on Teams drive folder
   8. ACLI Nominations: 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 (list updated 5/5/21)

|  |  |
| --- | --- |
| Participant | Department |
| Amanda Ferguson | DHRE |
| Fatoumata Dembele | ETS |
| Cherica Bell-Silvera | ETS |
| Avi Rodriguez | PDC |
| Anissa Rogers | PDC |
| Rosemary Zometa | SMSU |
| Ashley Watterson | OFYE |

* 1. Assessment Capability Fellows for DSA: 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

1. Due Date extended to May 10: contact Jennifer with any questions
2. Applicants must be current A-Team member with completed or almost completed assessment credential
3. Call for Fellows *will not* be presented to council, just A-Team. Incumbent on applicants to share this information with their supervisor
   1. Assessment happenings in your areas? Anything people want to share with the group?
      1. Multi Institute Study of Leadership launched. Jackie will keep A-Team updated. Results and what they mean for our division and campus.
4. **Jasmine and Mike will share some of their topics and topics they’ve done for PD In SMSU**
5. **Review and Revise DSA Call for Committee Membership.** 
   1. Calls for DSA committee membership will be going out to the division. What do we want to include in the call for A-Team?

DSA Strategic Plan Goals & Objectives: 1.1, 1.3**,** 2.1, 2.2, 2.3**,** 3.1**,** 4.1, 4.2, 4.3, 4.4, 5.1

Who we are

Professional learning community using collaborative inquiry, with a conviction for meeting student needs in service of holistic student success, and a humble curiosity for finding out the extent to which we did.

What we do

We meet every other week, mixing professional learning with doing the work of creating the assessment structures and tools necessary to meet our charge.

In AY 2020-21 the focus was to accelerate assessment structures and knowledge in order to scale assessment work across the division. This included (1) collective participation in [Campus Labs Student Affairs Assessment Credential](https://www.campuslabs.com/student-affairs-assessment-credential/) and (2) the creation of a guiding framework that would offer direction and a source of alignment for unit and program level outcomes ([Impact Model](https://www.csusb.edu/student-affairs/assessment/impact-model)).

In AY 2021-22 we will not devote time during meetings to work the Campus Labs Credential. The expectation is that new members joining A-Team will complete the Campus Labs Student Affairs Credential (or equivalent) on their own, in a self-guided way, but supported by team members as needed. The focus for A-Team for this AY will be to develop assessment plan templates that can be standardized within the division, and offering training and support around implementing the components of those plans.

**Who we need**

* Staff members at all levels who are currently in a role such as assessment coordinator, program coordinator, or with professional interest in assessment and continuous improvement in DSA.
* Directors are invited to be committee members as this work requires the knowledge and support of leadership.
* If you’re a curious learner and or enthusiastic builder, this is the team for you!

Term Limit: On-going based on the work of the committee and needs of individual units and the DSA.

1. **Action Items**
2. **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.
   3. Jasmine and Mike will present on Sky Factor results when available, and how SMSU plans to use them.
   4. A-Team subcommittees
      1. Unit Level Support and Guidance: creating assessment plan templates and training on how to use templates, tools for better outcome assessment
      2. Communication and Use of Assessment Results: creating spaces for reviewing data for use in planning (e.g., planning data bites sessions), determining what kind of data could be accessible in a dashboard on assessment website
      3. Meta-Assessment: processes and of monitoring and reporting progress on DSA Strategic Plan Goal 3

**Upcoming Meetings:**

* + May 18, 2021 09:00 AM

**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)**).**

Videos to circle back to next 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