



**Division of Student Affairs Assessment Committee (A-Team)
September 21, 2021**

AGENDA WITH MEETING NOTES

Participants:

Natalie Cleary, Pamela Moses, Valentina Felix, Summer Steele, Jon Merchant, Veronica Guzman, Vilayat Del Rossi, Amanda Ferguson, Tanika Gardner, Paloma Hinojosa, Shelby White, Andrea Okoh, Judy Sylva, Jennifer Carhart, Jason Wimbley, Jackie Gardner, Ben Toubak
See [here](#) for Zoom Recordings

AGENDA

**I. Time Certain (9:00-9:30 for guests Summer Steele, Andi Okoh, Jennifer Carhart)
Watch Party Schedule**

*[Intended Outcome: 1) Communication Plan within DSA for kicking off watch party, 2) A-Team members sign up to host: An predominant goal of the assessment committee is to support building a culture of assessment. As a committee member, you are charged with sharing what you learned here to your team. Through volunteering to “host” a watch party, it supplies an opportunity to increase understanding, awareness, and application. In addition, it offers opportunities to connect content from the meetings to credential content and expand on it with key questions to guide conversations for increased perspective and preparation for team delivery. We encourage that you **partner up** with someone on the committee to host as it will help share knowledge and resources with the campus and lead toward earning an assessment credential offering all the same foundational knowledge.]*

- A. A-Team decided to use our off-Tuesdays to host “watch parties” to support the self-guided completion of the credential. The purpose is to facilitate discussion after watching the webinars, to unpack the content, help people apply it, and gain insight on how it relates to other peoples’ areas.
- B. View the flyer [here](#). Anything to change/add?
- C. Kick Off October 26: start communication campaign now. How do we get this message out?
SDC, Dr. Oliverez, reminders
Suggestions: Coyote Learning Circle, CSU Learn (upload from this series)
- D. **Please sign up** to host a watch party [here](#).

A-Team suggestions:

- 1. Date range (Oct-May)
- 2. List topics and length of videos

3. Shorten links/QR code (media kit)
 4. Add target audience (faculty/staff)
 5. Testimonials from previous completers (quotes or videos)
- E. Opportunity to open this up to campus community since the content is applicable outside of DSA.
1. Update from CLASS PD committee for helping to get the messaging out campus wide.
 2. Partner with DSA Staff Development Committee to get messaging out within DSA

II. Updates & Announcements

- A. **IUPUI Assessment Institute for Free! Deadline to register October 11**
- B. <https://assessmentinstitute.iupui.edu/registration/index.html>
- C. Assesstivus Part 2: IR presentation with Directors

The **slides** can be found [here](#).

The **recording** of the zoom presentation [here](#).

To view the audio transcript, please access the cloud recording through zoom:

https://csusb.zoom.us/rec/share/VBYrvpVpPAMYVto5d4mw6mNV2H1mL3V2DkwuF-2fZT7Dvl3M7-4Lb_4oHkdzXZ8s.fMc_J6e4Kh7fatga Passcode: WB9itr#c

Please feel free to share these links with the people on your teams for whom you see this as relevant.

- D. A-Team Hold the Date! October 6 3:00-5:00 Assesstivus Part 3: Strategic Planning.
 1. Aimed at directors and their designees for monthly reporting and strategic planning outcome reporting
 2. All A-Team please plan to attend
- E. Expectations: [Anthology Student Affairs Assessment Credential](#)

III. Review Options for Assessment Plan Templates

[Intended Outcome: 1) introduction understanding of what the purpose and product might look like in a template

- A. Purpose
- B. 3 different [template options](#) to start with
- C. Format not relevant as this information will eventually be collected in Campus Labs/Anthology
- D. Which components to include/not include
- E. Criteria for evaluating options

- Template 1: change word “program”
- Template 3: The word “strategies” is not mentioned
 - vocabulary alignment
- Potential activity template

Discussed as a team and need time to digest. Template 3 seemed to resonate with most. A-Team asked to continue to review and complete/review rubric to have specific suggestions ready next meeting.

IV. Self-Select into Assessment Plan group or Strategic Planning Group

[Intended Outcome: every A-Team member chooses one of 2 roughly balanced groups.]

A. Vision for A-Team this year

3 main priorities

1. CONSISTENT IMPLEMENTATION OF ASSESSMENT PLAN TEMPLATE

- Vet and choose template
- Create training module to present to DSA units. Conceptual (benefits of using assessment plans as a tool, how it builds on what they already do); Practical (how to set up in Anthology/Campus Labs with cheat sheet and video)

2. STRATEGIC PLAN PROGRESS MONITORING/REPORTING

- Develop systematic processes and policies using Goal 3 on Assessment as an example
- Export systematic processes to other goal areas that committees/teams can use to assess outcome achievement on DSA Strategic Plan. Identify a small set of priority outcomes and measures to start division off in this process. Could choose one goal area, or a few objectives across goal areas.

Action Items

Discussion items for next meeting

Upcoming A-Team Meetings:

Oct 19, 2021 09:00 AM
 Nov 16, 2021 09:00 AM
 Dec 21, 2021 09:00 AM
 Jan 18, 2022 09:00 AM
 Feb 15, 2022 09:00 AM
 Mar 15, 2022 09:00 AM
 Apr 19, 2022 09:00 AM
 May 17, 2022 09:00 AM
 Jun 21, 2022 09:00 AM

Jul 19, 2022 09:00 AM

Upcoming Training/Watch Party Dates

Oct 26, 2021 9:00-11:00
 Nov 9, 2021 9:00-11:00
 Nov 30, 2021 9:00-11:00
 Dec 7, 2021 9:00-11:00
 Jan 25, 2022 9:00-11:00
 Feb 8, 2022 9:00-11:00

Mar 1, 2022 9:00-11:00
Mar 28, 2022 9:00-11:00
Apr 12, 2022 9:00-11:00
May 3, 2022 9:00-11:00

<https://csusb.zoom.us/j/81056107082>
Meeting ID: 810 5610 7082

Topic: Assessment Credential Watch Party
Time: This is a recurring meeting Meet
anytime