A-Team Meeting June 2, 2020

Attendees: Amanda Ferguon, Jessica Madrigal, Jesse Juarez, Jackie Valera, Natalie Cleary, Mike Wong, Veronica Guzman, Jasmine Bustillos, Jacob Chacko, Jennifer Mersman, Albert Angelo

See [here](https://teams.microsoft.com/l/file/2DDB6B57-3711-4DAD-8444-0FF2DC82F4A0?tenantId=d73b9eaa-07c9-47c4-a6ce-f13bee0e8117&fileType=docx&objectUrl=https%3A%2F%2Fcsusanbernardino.sharepoint.com%2Fsites%2FStudentAffairsAssessmentCommittee%2FShared%20Documents%2FGeneral%2FZoom%20Recordings%20A_Team%20Meetings%202020.docx&baseUrl=https%3A%2F%2Fcsusanbernardino.sharepoint.com%2Fsites%2FStudentAffairsAssessmentCommittee&serviceName=teams&threadId=19:5aa3b3f1220248ee8ec0507bd6568bbe@thread.tacv2&groupId=356f5a48-7252-4a7f-8d52-5884c75aa0f7) for Zoom recording

Proposed Agenda

1. Quick updates
2. Determining our group Identity
3. Translating charge into goals
4. Impact Model

Outline

1. **10 min** Quick updates on:
	* [utilization survey](https://baseline.campuslabs.com/csu-sb/trackingmethods)
	* promote [SAAL](https://listserv.tamu.edu/cgi-bin/wa?GETPW1)
	* [Campus labs assessment credential](https://www.campuslabs.com/student-affairs-assessment-credential/)
2. **10 min** Our purpose: what kind of group are we?
	* Creating a learning community, safe space for learning and exchange of ideas + a team where people have been asked to serve with some predetermined aims.
	* Difficult to do when our roles are not well defined, and our work lives have been turned upside down.
	* We don’t have official “assessment coordinators” across units. There isn’t a separate function for this; it is embedded into what we do

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***What’s the purpose?*** | ***Who belongs?*** | ***What holds it together?*** | ***How long does it last?*** |
| **Professional Learning community** | To develop members’ capabilities and to build and exchange knowledge | Members select themselves | Passion, commitment, and identification with the group’s expertise | As long as there is interest in maintaining the group |
|  |  |  |  |  |
| **Team** | To accomplish a specified task | Employees assigned by senior management | The project’s milestones and goals | As long as the project |

Collaborative culture with a focus on learning for all members.

Collective inquiry into best practices and current reality

Learn by doing

Commitment to continuous improvement analysis and application of results

= ethic of sharing, inquiry and commitment

Safe space, trust, dynamic and flexible roles (active/passive observer, contributor, supporter)

(**15 min**) Break out groups:

1. As you think about the group we are striving to be, what is the biggest challenge for you?
2. What are ways that we as a group can help address that challenge?

**10** min Report back:

Purpose: become our own experts and sharing that knowledge, and assisting others, and culture change

Challenge is uniformity. All our units can be unique, and departments range from 0-1000 with respect to assessment. Overcome this by being more intentional about sharing knowledge and structuring groups.

* Invite colleagues to learn and be a part of the group. CLASS tries to include “co-curriculars”; we want to be inclusive as well
* UP assessment committee
1. What do you we aim to achieve (see [handout](https://www.campuslabs.com/student-affairs-assessment-credential/))?
	* Explain analysis and synthesis of charge (**10 min**)
	* reword goal and populate column as to how we know we’ve been successful in this aim

[Goal Area 1](https://teams.microsoft.com/l/file/302C01CF-7A82-49B0-BC14-3E49D7E7B622?tenantId=d73b9eaa-07c9-47c4-a6ce-f13bee0e8117&fileType=docx&objectUrl=https%3A%2F%2Fcsusanbernardino.sharepoint.com%2Fsites%2FStudentAffairsAssessmentCommittee%2FShared%20Documents%2FGeneral%2FA%20Team%20June%202%202020%2FGoal%20Area%201.docx&baseUrl=https%3A%2F%2Fcsusanbernardino.sharepoint.com%2Fsites%2FStudentAffairsAssessmentCommittee&serviceName=teams&threadId=19:5aa3b3f1220248ee8ec0507bd6568bbe@thread.tacv2&groupId=356f5a48-7252-4a7f-8d52-5884c75aa0f7): Jackie, Jessica, Natalie

[Goal Area 2](https://teams.microsoft.com/l/file/06D2593F-1462-4BE3-B32F-A6E835C5F66E?tenantId=d73b9eaa-07c9-47c4-a6ce-f13bee0e8117&fileType=docx&objectUrl=https%3A%2F%2Fcsusanbernardino.sharepoint.com%2Fsites%2FStudentAffairsAssessmentCommittee%2FShared%20Documents%2FGeneral%2FA%20Team%20June%202%202020%2FGoal%20Area%202.docx&baseUrl=https%3A%2F%2Fcsusanbernardino.sharepoint.com%2Fsites%2FStudentAffairsAssessmentCommittee&serviceName=teams&threadId=19:5aa3b3f1220248ee8ec0507bd6568bbe@thread.tacv2&groupId=356f5a48-7252-4a7f-8d52-5884c75aa0f7): Jesse, Mike, Veronica

[Goal Area 3](https://teams.microsoft.com/l/file/06D2593F-1462-4BE3-B32F-A6E835C5F66E?tenantId=d73b9eaa-07c9-47c4-a6ce-f13bee0e8117&fileType=docx&objectUrl=https%3A%2F%2Fcsusanbernardino.sharepoint.com%2Fsites%2FStudentAffairsAssessmentCommittee%2FShared%20Documents%2FGeneral%2FA%20Team%20June%202%202020%2FGoal%20Area%202.docx&baseUrl=https%3A%2F%2Fcsusanbernardino.sharepoint.com%2Fsites%2FStudentAffairsAssessmentCommittee&serviceName=teams&threadId=19:5aa3b3f1220248ee8ec0507bd6568bbe@thread.tacv2&groupId=356f5a48-7252-4a7f-8d52-5884c75aa0f7): Amanda, Jacob, Jasmine

* + **Report back 20**: process was challenging, can get stuck in creating SMART goals, timeframe is hard, are we talking 1 year, 3 year, or 5 year. Helpful to start with success indicators and work backward. Need to revisit and reshuffle group assignment. Discuss when this working document should be completed by the committee (January, end of next AY). More fruitful to periodically revisit to guide work, but not as an actual product. **Distinguish between reporting and assessment: get on same page about how much overlap we can drive between Strategic Plan reporting and Assessment Cycles. Are we working toward division level learning outcomes?**
1. **(5 min**) Back to mapping

[Event Mapping Template](https://teams.microsoft.com/l/file/75618EE7-C173-4C1C-B6DC-372A17254802?tenantId=d73b9eaa-07c9-47c4-a6ce-f13bee0e8117&fileType=xlsx&objectUrl=https%3A%2F%2Fcsusanbernardino.sharepoint.com%2Fsites%2FStudentAffairsAssessmentCommittee%2FShared%20Documents%2FGeneral%2FEvent%20Mapping%20Template.xlsx&baseUrl=https%3A%2F%2Fcsusanbernardino.sharepoint.com%2Fsites%2FStudentAffairsAssessmentCommittee&serviceName=teams&threadId=19:5aa3b3f1220248ee8ec0507bd6568bbe@thread.tacv2&groupId=356f5a48-7252-4a7f-8d52-5884c75aa0f7) Due June 5

* + 1. Simple yet comprehensive description of what we do
		2. Framework for offering an activity snapshot that can be used to guide fruitful assessment tasks. Assessment schedule, outcome articulation, measurement development, that has the most overlap across division
		3. Program assessment. When mapped to standards will give us evaluation criteria for program review
	+ Due June 5.