

## **Student Affairs Assessment Council**

### **Minutes**

**May 23, 2012**

**Attendance:** Rebecca Sanderson, Maureen Cochran, Jo Alexander, Tina Clawson, Rick Stoddart, Michele Ribeiro, Luke Schalewski, Marcey Bamba, Ann Robinson, Melissa Yamamoto, Kami Hammerschmith, Jodi Nelson, Carolyn Killefer, Doug Severs

#### **Does anyone have any questions about the Departmental Highlights report that is due in Compliance Assist on July 2<sup>nd</sup>?**

- Compliance Assist is set up to have entries made into the Departmental Highlights section; contact Rebecca with any questions.
- It's crucial that we receive the information by the deadline because Rebecca then has only 1 month to turn it around into a report for the Provost.
- This data will be useful beyond these reports; we plan to utilize the information in the OSU Perspective newsletter, on the website, etc.

#### **Strategic Planning, Initiative 6 Discussion**

Initiative 6 of the strategic plan is to build and sustain a robust culture of data-based decision making and planning (see attached for summary for more of a description). Tina outlined what the committee has come up with to date and welcomed the Assessment Council to share their ideas and recommendations. This group is hoping to gather information regarding what would be most beneficial to work towards in terms of data-driven decision making as a division.

- It is time consuming for individual departments to keep up with data requests; especially when they are not in the format in which the data already exists.
- Identify the official data owners on campus such as Financial Aid, the Registrar's Office, Admissions and Human Resources. One idea was to create a data map that people could consult when trying to figure out where to find data.
- Employees within the department need to have time allotted for working on Assessment efforts rather than being expected to find time to do it on top of their other duties; assessment work is very time consuming.
- Define who gets priority when it comes to data requests.
- Developing a culture of competency in the areas of planning and assessment is especially important.
- Areas in need of competency development (ask about this at the next meeting):
  - Managing data at the department level; maximizing the use of spreadsheets, sharing and recording information in a usable manner.
  - Helping the rest of the department understand the importance of assessment and how it has an impact on the work that they do.

- Report writing-focus on consistency
- Central Information Repository
- Regular assessment meetings within departments have been very helpful
  - It might even be helpful to have some discussions about assessment at the alignment group level.
- CAPS has found it immensely helpful to hire people with program evaluation knowledge; not all departments will be able to hire people with both expertise in their field in addition to assessment or research experience (like CAPS can do with Psychologists).
- It would be helpful to have an analyst on staff in Research, Evaluation & Planning who could really help departments with higher level statistics and analysis.
  - Council members agreed with this, it was suggested that at least 3 positions would be ideal, assigning each of them to various departments, perhaps taking alignment groups into consideration.
  - These consultations could really empower people in departments to trust and understand what the data is telling them and would enable them to confidently make decisions based upon their data.
  - Analysts would enable us to synthesize data across the division
  - Analyst positions would not replace the need for assessment competency building within the division.
- If the campus purchases a campus-wide license for Qualtrics, maybe that will make it easier to access various data types.
- The Scholar's Archive is a great place to find and post reports.
- Rebecca said that reports and information can also be uploaded to the "Gallery" section in Compliance Assist!, however, it is not searchable like the Scholar's Archive but can be uploaded by year, department, initiative, etc. and the information will only be available to those with account access.
- First, it's important to identify what information is important to share.

If you have any additional comments or ideas to share regarding Initiative 6, please contact Tina Clawson or Maureen Cochran.

#### **Next Meetings:**

**June 6, 2012**  
 MU Council Room  
 9-10:30am

**Retreat: June 21, 2012**  
 Adair Clubhouse  
 8am-5pm

## **Strategic Initiative 6 –**

### **Student Affairs will build and sustain a robust culture of data-based decision making and planning.**

*A responsible and conscientious organization engages in continuous improvement; it demonstrates the ability to execute its mission on a daily basis, while also planning for a more successful long-range future. Successful planning and daily effectiveness requires targeted assessment, focused research, rigorous evaluation, continuous learning, feedback mechanisms, strategic thinking, and data-driven decision-making. The Division of Student Affairs is committed not only to performing well today, but also ensuring a promising and sustainable future. Such a commitment demands that we build the necessary organizational character to demonstrate we are willing to establish outcomes to which we are committed, hold ourselves accountable, measure and evaluate our efforts, and use resulting data to inform our future commitments and efforts.*

#### **Committee members:**

Jo Alexander, Tina Clawson, Maureen Cochran, Jim Day, Chrysanthemum Mattison, Robert Reff, and Lucas Schalewski

#### **DRAFT Goals:**

##### **1) Establish policy and mechanisms for data collection and information sharing**

- a. Identify and communicate priorities, metrics, and learning goals
  - i. University-wide
  - ii. Division-wide
  - iii. Department specific
- b. Establish information-sharing practices
  - i. Coordinated assessment efforts
  - ii. Central data depository
  - iii. Reporting
    1. Standardized formats
      - a. Annual Reports
      - b. Web-site reporting
    2. Success stories

##### **2) Establish and maintain an infrastructure that supports planning and data-based decision making.**

- a. Establish formal reporting structure for planning and assessment
- b. Allocate resources
  - i. Human resources
  - ii. Facilities and equipment
  - iii. Operational expenses

##### **3) Develop a culture of competency around planning and assessment**

- a. Clearly convey expectations
  - i. Job postings

- ii. Position descriptions
  - iii. Annual review/evaluation
- b. Create a training plan
  - i. Baseline orientation/training
  - ii. Professional development opportunities
- c. Establish and maintain forums for ongoing communication
- d. Establish methods for celebration/ recognition

## **Next Steps –**

- 1) Timeline development
- 2) Collection of Best Practices
  - a. Organizational Charts
  - b. Policies and Procedures
  - c. Metrics & Learning Outcomes
  - d. Data and information sharing
  - e. Templates and forms
  - f. Funding strategies
  - g. Staff recruitment and development
  - h. Stakeholder interests

## **Questions for the Committee –**

- 1) General interests related to the initiative
- 2) Suggested amendments to goals/objectives
- 3) Best practices – What are yours? Who else should we talk with?
- 4) Needs for specific data?