

Student Affairs Strategic Planning DSA Assessment Committee Member Survey Spring 2023

Purpose of Assessment

In the spring 2022 semester, Student Affairs Strategic Planning worked with graduate students in the EDAD 658 class to assess the members of the Division of Student Affairs (DSA) Assessment Committee to learn how the committee could be improved and to fulfill its mission. Student Affairs Strategic Planning implemented several recommendations provided by the graduate students throughout the academic year. The department wanted to find out if any of the changes made a positive impact on the committee and its members.

Key Findings with Recommendations

Student Affairs Strategic Planning identified several key findings and developed actionable recommendations to take based on the results.

- It seems that the DSA Assessment Committee is meeting its intended purpose, whether it be how committee members defined the purpose, or the purpose developed by Student Affairs Strategic Planning from feedback after the spring 2022 assessment. Committee members reported meeting the purpose of assessment plan compliance, serving as a liaison, and sharing resources especially. Additionally, committee members reported accomplishing the committee goals. However, sharing assessment results was lower for both meeting the committee's purpose and accomplishing committee goals.
 - Student Affairs Strategic Planning may want to follow up with committee members to gain a better understanding of what sharing results look like for them or what type of sharing committee members want to see. Some questions Student Affairs Strategic Planning might want to explore include:
 - Do members want to know assessment results in general, or about specific topics?
 - Are university-level results more beneficial than division- or program-level results?
 - Is the process for gathering assessment results more beneficial than sharing the specific results?
- Based on feedback from the spring 2022 assessment, Student Affairs Strategic Planning implemented several changes during the 2022-2023 academic year. It seems that these changes were mostly well-received, especially adding professional development to the committee meetings.
 - Student Affairs Strategic Planning is encouraged to continue offering professional development at the meetings; however, they may want to explore what topics would be helpful for committee members.
 - Additionally, Student Affairs Strategic Planning is encouraged to continue to utilize Teams for sharing information and remind members this is where they can go for information.
 - While committee members generally reported that it was valuable for other staff to share assessment results during the meetings, Student Affairs Strategic Planning might adjust who they ask or what the focus of sharing is based on learning more about what committee members consider sharing results to be and what they would like to see.
 - Student Affairs Strategic Planning may want to relook at the onboarding created to see if it is meeting its intended purpose. Additionally, Student Affairs Strategic Planning might look at how to be more intentional in sharing the onboarding as new committee members join the team, whether throughout the year or when committee assignments change.

Method and Sample

A survey was developed using Qualtrics®, a survey design software used for creating web-based forms and databases. The electronic survey consisted of 16 questions; 14 were quantitative and two were qualitative. The open survey link was emailed on May 9, 2023, to 13 Assessment Committee members. Committee members received one reminder before the survey closed on May 19, 2023. Of the 13 staff members receiving the survey invitation, nine responded to at least one question, yielding a 69% response rate. The data were analyzed using Qualtrics®.

Results

Results are reported as means, standard deviation (sd), and frequency percentages for the number of people (n) who responded to the question. For ease of reading, frequency percentages have been rounded to the nearest whole percent, so totals may not add up to exactly 100%. Tables are in descending order unless otherwise specified.

Committee members were initially asked what they believed was the purpose of the Assessment Committee. Several members mentioned learning information, skills, and what is happening with other departments. Additionally, several thought the purpose of the Assessment Committee was to disseminate information to departments. A few people mentioned completing university required assessment plans and supporting/collaborating with other departments. One person included sharing assessment results as a purpose of the committee. The full list of comments can be found in Table 1.

What do you believe is the purpose of the Assessment Committee?
Learn/develop assessment skills. Share assessment results with others in the Division. Collaborate with others in the Division. Prepare annual assessment report.
To disseminate relevant division-wide information about assessment, assessment initiatives, and assessment reporting.
To engage in meaningful dialogue and learn information regarding each department's performance in providing their services for students on campus
To learn about assessment, support each other on assessment projects/questions, and to ensure deliverables are completed (i.e., annual report, assessment plan, etc.)
To provide DSA department the tools and training to assist them in assessing the efforts of their departments towards meeting department, division, and university goals.
To provide guidance for departmental assessment efforts, share best practices and keep departments informed of changes in the assessment requirements.
To provide the departments of the Division with guidance and information pertaining to the Division's expectations around program assessment; also, to provide ideas and strategies for committee members to share with their departments to enhance assessment efforts.
To share innovative assessment techniques and to keep the Division of Student Affairs assessment professional in touch with each other and up to date on deadlines and requirements.

Table 1: Assessment Committee Purpose [n=8]

When asked if they felt the Assessment Committee met its purpose as they defined it, 89% of the nine respondents said yes and 11% said a little. Nobody selected the no, or I do not know response options.

Student Affairs Strategic Planning created the purpose of the committee based on the feedback from committee members participating in the assessment. The current purpose of the Assessment Committee is to:

- Serve as a liaison between departments and Student Affairs Strategic Planning
- Offer ideas and best practices related to assessment
- Share assessment results
- Promote quality assessment results
- Maintain assessment plan compliance
- Serve as a resource to department staff

Committee members were asked to rate their level of agreement or disagreement about each area of the committee's purpose. Table 2 shows staff generally agreed with all areas, especially maintaining assessment plan compliance, serving as a liaison between departments and Student Affairs Strategic Planning, and serving as a resource to department staff. Members were less in agreement that the Assessment Committee was meeting the purpose of sharing assessment results.

Please rate your level of agreement or disagreement that the Assessment Committee met each area of its purpose.	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)	Mean (sd) [n=9]
Maintain assessment plan compliance	67%	33%	--	--	--	4.67 (.47)
Serve as a liaison between departments and Student Affairs Strategic Planning	67%	22%	11%	--	--	4.56 (.68)
Serve as a resource to department staff	67%	22%	11%	--	--	4.56 (.68)
Offer ideas and best practices related to assessment	44%	44%	11%	--	--	4.33 (.67)
Promote quality assessment results	33%	67%	--	--	--	4.33 (.47)
Share assessment results	--	56%	44%	--	--	3.56 (.50)

Table 2: Effectiveness of Meeting Assessment Committee Purpose

Assessment Committee members were provided with the current goals of the Assessment Committee, as listed below.

- Meet University requirements for assessment planning and reporting
- Develop committee members' assessment knowledge and skills
- Share assessment results

They were then asked to rate their level of agreement or disagreement if the committee met each goal this year. Table 3, on the following page, demonstrates that the committee members agreed that the Assessment Committee met its goal to meet University requirements for assessment planning and reporting. However, they were slightly less in agreement with meeting the goal of sharing assessment results.

Please rate your level of agreement or disagreement that the Assessment Committee met each goal this year.	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)	Mean (sd) [n=9]
Meet University requirements for assessment planning and reporting	67%	33%	--	--	--	4.67 (.47)
Develop committee members' assessment knowledge and skills	44%	56%	--	--	--	4.44 (.50)
Share assessment results	--	78%	22%	--	--	3.78 (.42)

Table 3: Effectiveness of Meeting Assessment Committee Goals

Respondents were asked about a series of statements of specific actions or changes Student Affairs Strategic Planning made during the academic year. Table 4, in descending order by the yes column, reveals that the professional development during meetings was valuable and that committee members utilized the shared files in Teams. They were less sure if the onboarding information was useful to understand the purpose and role of the Assessment Committee.

	Yes	Somewhat	No	I Do Not Remember	I Was Not at That Meeting
Was the professional development added to Assessment Committee meetings valuable?	67%	33%	--	*	*
Have you utilized the shared files on Teams during the year?	67%	*	33%	--	*
Was having other staff come in to share assessment results at Assessment Committee meetings valuable?	44%	44%	11%	*	*
Was the onboard information shared at the September meeting useful to understand the purpose and role of the Assessment Committee?	33%	22%	--	33%	11%

Table 4: Effectiveness of Changes Made with Assessment Committee [n=9]

*Response option not provided

Those who reported utilizing shared files on Teams (n=6) were asked what files they utilized. Three of the five responses reported using Teams for the meeting minutes. Others shared that they utilized different documents, which they shared with their department, presentations, and agendas. Not related to the utilization of Teams, but one committee member commented that sharing assessment practices was very useful; however, assessment results were not useful. Table 5, on the following page, displays the full list of comments.

What did you utilize?
Agendas and minutes of meetings. I think I may have looked up a couple of other things but cannot remember which ones. I'd also like to say that the sharing of assessment practices is very useful. Results, however, are not that useful.
Meeting minutes
Meeting Notes and presentations
Minutes and other documents from the professional development that I shared with staff at my department
Shared resources and upcoming assessment professional development opportunities to department staff

Table 5: Teams Utilization [n=5]

Department Background

According to its website (studentaffairs.tamu.edu/assessment-committee), the DSA Assessment Committee is comprised of at least one representative from each division department, representatives from the Office of Institutional Effectiveness and Evaluation, and The Association of Former Students.

Project Details

The Department of Student Affairs Strategic Planning provides quality assessment services, resources, and assessment training for departments in the Texas A&M University Division of Student Affairs and student organizations. Services by Student Affairs Strategic Planning are funded, in part, by the Texas A&M University Advancement Fee. Results of this project and other assessment projects done through Student Affairs Strategic Planning can be found at <https://sapar.tamu.edu/results/>. Additionally, anyone can follow Student Affairs Strategic Planning on Facebook.

To work with Student Affairs Strategic Planning for future assessment projects, please fill out the Assessment Questionnaire at <https://sapar.tamu.edu/aqform/>.

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