



Council for the Advancement of Standards

2008 Ted K. Miller Award Winner

Texas Tech University
Division of Student Affairs

~

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Overview



- **Background**

- Institutional Background
- Divisional Background
- Strategic Plan: Department Assessment

- **Council for Advancement of Standards**

- Challenges
- Implementation

Overview-



- Creative Initiative (Ted Miller Award)
- Curriculum Design
 - Basic CAS Review
 - Training and Reporting
 - Creating CAS Department Teams
 - Trainings
 - Work Sheets
 - Templates



Council for the Advancement of Standards

Background

Texas Tech University - Background



- Texas Tech is a large public institution
 - Located in west Texas, geographically isolated
 - Big 12 Conference – Law & Medical Schools
 - 29,000 students / 23,000+ undergraduates
 - University Mascot is the “Masked Rider”
 - Colors are Red & Black
 - DSA Innovative Leadership



• Division of Student Affairs

• 21 Departments

Barnes & Noble

Disability Services

Judicial Services

Rec Sports

Student Union

University ID

Campus Life

Diversity Relations

Legal Services

Spirit Arena

Housing

Career Services

Health Services

Ombudsman

Student Government

Upward Bound

Counseling Services

Hospitality

Parent Relations

Student Media

Printing Services

Background



- 2006 Student Affairs Strategic Plan
 - Desire for quality improvement for DSA
 - Focus on student learning
 - Goal set for CAS review of all departments
 - 5 year Timeline for the 21 areas
 - 4 Departments per year
 - Each area would have 1 year to complete



Council for the Advancement of Standards

Implementation of CAS

Implementation of CAS



Five Year Review Timeline (2007-2008).xls [Compatibility Mode] - Microsoft Excel

Monthly Timeline

CAS Five Year Review Timeline (2007-2008)

"Council for the Advancement of Standards in Higher Education"

2007-2008 Review Committee	September	October	November	December	January	February	March	April	May	June	July	August
CAS Directors Meeting		10/1 - CAS Review Directors Training I 10/15 - CAS Review Directors Training II			1/15 - CAS Review Directors Follow-Up Meeting		3/25 - CAS Review Directors Follow-Up Meeting					
CAS Department Activity (All Departments under CAS Review)			11/1 - CAS Review Department / Team Training I	12/6 - CAS Review Department / Team Training II								
CAS Reports												

Annual Timeline

DSA Departments	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	Notes
Center for Campus Life						
Hospitality Services						
Ombudsman for Students						
Parent Relations						
Recreational Sports						
Strategic Planning						
Student Counseling Center						
Student Disability Services						
Student Diversity Relations						
*Student Government Association						*TBA
Student Health Services						
Student Judicial Programs						
Student Legal Services						
Student Media						
Student Union & Activities						
United Spirit Arena						
University Career Services						
University ID						
University Printing Services						
University Student Housing						
Upward Bound Programs						

Coordinating and Support Services for CAS Departments:

Office of Strategic Planning for Student Affairs

166 Dook Hall - Mail Stop 1141 - Phone: 742-6663 - www.strategicplanning.dsa.ttu.edu

Five Year Projections



Microsoft PowerPoint ...

Microsoft Excel - Five...

12:40 PM

Implementation of CAS



- Challenges
 - Ordered CAS Materials
 - *Reviewed the materials*
 - Search for an implementation framework/model
 - *2006 CAS Symposium*
 - *ACPA & NASPA Presentations on CAS*
 - *Talked with various schools*
 - *Contacted Phyllis Mable*

Implementation of CAS



•CAS Materials

- CAS Blue Book
- Functional Area Assessment Guides
- PowerPoint Presentations
- E-Learning Course - Conducting a Self-Assessment
- Contextual Statements
- Functional Area Assessment Guides
- FALDO' s

Implementation of CAS



- Year #1
- 4 CAS Reviews
 - *Career Services*
 - *Outcomes Assessment & Program Evaluation*
 - *Recreational Sports*
 - *Student Conduct Programs*



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Lessons Learned

Lessons Learned



- Experience is the best teacher!
- Organization is a must
- Working through the 13 Parts & Criterion Measures creates clarity
- Process of discovery – trial & error
- Analysis of what worked best
- Desire for manageable implementation



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Creating CAS
Curriculum & Training
Materials

CAS Curriculum & Training



- CAS Training, Implementation & Completion
Curriculum/Training Overview
 - Timeline for CAS Review
 - Team Approach
 - Structured Training Sessions
 - Functional Area Customized Materials
 - Distribution of Review Responsibilities
 - Functional Area Templates
 - Final Report Templates

CAS Curriculum & Training



• Training & Reporting Timeline

- CAS Directors Meeting (Fall)
 - √ CAS Review Directors Training I
 - √ CAS Review Directors Training II
- CAS Departmental Activity (Fall)
 - √ CAS Review Department / Team Training I
 - √ CAS Review Department / Team Training II
- CAS Directors Meeting (Winter/Spring)
 - CAS Review Directors Follow-Up Meeting
 - CAS Review Directors Follow-Up Meeting
- CAS Implementation (Winter/Spring)
- CAS Department Reports (Summer)
 - Final CAS Report - 1st Draft Due
 - CAS Review Department Reports Due to External Reviewer
 - Final CAS Reports Due
 - SASS Presentation of CAS Department Reports

CAS Curriculum & Training



- Creating CAS Department Teams
 - Leadership Team
 - *Director*
 - *Team Leader*
 - Two Team Method
 - *Internal Work Team*
 - *Review Team*

CAS Curriculum & Training



- Basic Training
 - Introduction to CAS
 - Foundational Elements
 - E-Learning Course
 - Training Materials
 - Intro to the Team Method
 - Team Training

Curriculum Design



- CAS Review Binder
 - Self-Assessment Guides (SAGS)
 - Standards
 - Guidelines
 - Compile, Organize & Prepare Evidence
 - Purpose / Contextual Statement
 - Organization – Action Steps
 - Prepare and Organize Evidence

Curriculum Design



Foundational Elements General Standards

1. Mission
2. Program
3. Leadership
4. Organization and Management
5. Human Resources
6. Financial Resources
7. Facilities, Technology & Equipment
8. Legal Responsibilities
9. Equity & Access
10. Campus and External Relations
11. Diversity
12. Ethics
13. Assessment & Evaluation

CAS Training Sessions



- CAS Review Directors I Training
 - Directors II Training
 - Team Training I
 - Team Training II
 - Directors III & IV Training

CAS Review Directors I Training



Learning Outcomes for Directors I Training

- Gain a comprehensive overview of CAS process
- Understand the director's role and responsibilities in the CAS review
- Learn how to utilize the tools provided for a successful CAS review
- Be prepared to successfully lead department staff in CAS review process

CAS Directors I Training Overview

- PowerPoint Presentation - Overview of CAS Process
- Process & Preparation for Leading the CAS Review
- Materials Guiding the CAS Review
- External Reviewer / Content Expert
- Assignment - to be completed prior to next meeting



Directors II Training

Learning Outcomes for Directors II Training

Develop a deep understanding of the CAS process

Gain knowledge about team leader role in the CAS review

Recognize the significance of the two types CAS teams

Learn how to utilize worksheets, templates and reports for a successful CAS review

Directors II Training Overview

I.CAS E-Course PowerPoint & Related Discussions

II.Team Leader Responsibilities

III.Types of CAS Department Teams

IV.CAS Support Materials

V.Reporting the CAS Review Findings

VI.Assignments to be Completed Prior to Next Meeting

Team Training I



Learning Outcomes for CAS Team Training I

Introduction to the CAS Review (prior to this training)

Develop understanding of the CAS Work Team Process

Gain knowledge of CAS terminology

Learn how the Work Team contributes to the CAS Review

Team Training I Overview

Pre-Workshop Training - Individual departments to complete

Establishing the Internal (Work) Team

Preparing the Work Team

Team Training II



Learning Outcomes Team Training II

Recognize and determine which CAS worksheet to use during CAS review

Organize materials, ratings and comments from the CAS review process

Understand and execute individual responsibilities during the CAS process

Team Training II Overview

CAS E-Course PowerPoint & Related Discussion

Team Leader Responsibilities

Types of CAS Department Teams

CAS Support Materials

Reporting CAS Review Findings

Directors III & IV Training



Directors III

- Follow-up session
- Trouble Shooting
- Potential Challenges

Directors IV

- Individual Consultation



Collective Review Team Ratings

1. Member Information

1 Department Name: Student Media
 2 Date:
 3 Submitted By:

2. CAS Standards

7 1.1 A program mission and goals statement is in place and is reviewed periodically.

8 1.2 Student learning, development, and educational experiences are incorporated in the mission statement.

9 1.3 The mission is consistent with that of the host institution and the CAS standards.

10 1.4 The program functions as an integral part of the host institution's overall mission.

11 1.5 The program provides:

12 1.5a constructive feedback from advisers

13 1.5b developments in student press freedom law

14 1.5c state, regional and national college and professional media conventions, conferences and workshops

15 1.5d decision-making concerning day-to-day matters and also decisions affecting the publications in more long-term contexts

17 **Part 2. PROGRAM**

18 2.1 The program promotes student learning and development that is purposeful and holistic.

19 2.2 The program has identified student learning and development outcomes that are relevant to its purpose.

20 2.3 The program provides students with opportunities designed to encourage achievement of the identified outcomes.

21 2.4 The program provides evidence of its impact on the achievement of student learning and development outcomes in the domains checked

22 2.4.1 Intellectual Growth

23 2.4.2 Effective Communication

24 2.4.3 Enhanced Self-Esteem

25 2.4.4 Realistic Self-Appraisal

26 2.4.5 Clarified Values

27 2.4.6 Career Choices

28 2.4.7 Leadership Development

29 2.4.8 Healthy Behavior

30 2.4.9 Meaningful Interpersonal Relationships

31 2.4.10 Independence

32 2.4.11 Collaboration

33 2.4.12 Social Responsibility

34 2.4.13 Satisfying and Productive Lifestyle

35 2.4.14 Appreciate Diversity

36 2.4.15 Spiritual Awareness

37 2.4.16 Personal and Educational Goals

2.5 Program offerings are intentional, coherent and based on theories

3. Ratings with Comments

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Averages



Microsoft PowerPoint ...

Student Media

Microsoft Excel - Coll...

Questions & Discussion



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Thank You.