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
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  Campus Life  Career Services  Counseling Services
  Disability Services  Diversity Relations  Health Services  Hospitality
  Judicial Services  Legal Services  Ombudsman  Parent Relations
  Rec Sports  Spirit Arena  Student Government  Student Media
  Student Union  Housing  Upward Bound  Printing Services
  University ID
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
Implementation of CAS
Implementation of CAS

### Monthly Timeline

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**Five Year Projections**

Coordinating and Support Services for CAS Departments:

Office of Strategic Planning for Student Affairs

540 Campus Mall Mail Stop 1327, Annapolis, MD 20611-1327 - www.imaginemaryland.edu

Microsoft PowerPoint...  Microsoft Excel...
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
Council for the Advancement of Standards

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
Council for the Advancement of Standards

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
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
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
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
# Individual Criterion Measure Rating

## 1. Member Information

- Department Name: Student Media
- Date: 
- Submitted By: 

## 2. CAS Standards

### PART 1. MISSION

1. A program mission and goals statement is in place and is reviewed periodically.
2. Student learning, development, and educational experiences are incorporated in the mission statement.
3. The mission is consistent with that of the host institution and the CAS standards.
4. The program functions as an integral part of the host institution’s overall mission.
5. The program provides:
   - Constructive feedback from advisers
   - Developments in student press freedom law
   - State, regional and national college and professional media conventions, conferences and workshops
   - Decision-making concerning day-to-day matters and also decisions affecting the publications in more long-term contexts

### Part 2. PROGRAM

6. The program promotes student learning and development that is purposeful and holistic.
7. The program has identified student learning and development outcomes that are relevant to its purpose.
8. The program provides students with opportunities designed to encourage achievement of the identified outcomes.
9. The program provides evidence of its impact on the achievement of student learning and development outcomes in the domains checked.

### 2.4.1 Intellectual Growth

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## 3. Ratings with Comments

- [Excel Sheet](#)
## 1. Member Information

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<th>Student Media</th>
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## 2. CAS Standards

### 1. Program mission and goals statement
- A program mission and goals statement is in place and is reviewed periodically.

### 2. Student learning, development, and educational experiences
- Student learning, development, and educational experiences are incorporated in the mission statement.

### 3. Curriculum consistent with that of the host institution and the CAS standards.
- The curriculum is consistent with that of the host institution and the CAS standards.

### 4. The program functions as an integral part of the host institution’s overall mission.
- The program functions as an integral part of the host institution’s overall mission.

### 5. Program provides:
- The program provides:
  - 1.5. Constructive feedback from advisors
  - 1.5b. Development in student peer free exchange
  - 1.5c. State, regional and national college and professional media communications, conferences, workshops
  - 1.5d. Decision-making concerning day-to-day matters and also decisions affecting the publications in more long-term contexts

### Part 2. PROGRAM

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

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

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

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

### Part 3. PROGRAM

#### 2.4.1. Intellectual Growth
- Intellectual Growth

#### 2.4.2. Communication
- Communication

#### 2.4.3. Effective Communication
- Effective Communication

#### 2.4.4. Critical Thinking
- Critical Thinking

#### 2.4.5. Personality Development
- Personality Development

#### 2.4.6. Leadership Development
- Leadership Development

#### 2.4.7. Ethics
- Ethics

#### 2.4.8. Health Behavior
- Health Behavior

#### 2.4.9. Meaningful Interpersonal Relationships
- Meaningful Interpersonal Relationships

#### 2.4.10. Independence
- Independence

#### 2.4.11. Collaboration
- Collaboration

#### 2.4.12. Social Responsibility
- Social Responsibility

#### 2.4.13. Satisfying and Productive Lifestyle
- Satisfying and Productive Lifestyle

#### 2.4.14. Appreciate Diversity
- Appreciate Diversity

#### 2.4.15. Spiritual Awareness
- Spiritual Awareness

#### 2.4.16. Personal and Educational Standards
- Personal and Educational Standards

#### 2.4.17. Program offerings are intentional, coherent and based on theories
- Program offerings are intentional, coherent and based on theories

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### Ratings with Comments

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Collective Rating Sheet

1. Member Information
   - Department Name: Student Media
   - Date:
   - Submitted By:

2. CAS Standards
   - 1.5a. constructive feedback from advisors
   - 1.5b. development in student press freedom law
   - 1.5c. decision-making concerning day-to-day matters and also decide affecting the publications in more long-term contexts

3. Ratings

4. Average

Excel spreadsheet with columns for various reviewers' ratings and averages.
Questions & Discussion

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Thank You.