

**2008 Annual Assessment Conference**  
**Texas A & M University**

**Implementing CAS\*: What the Standards and Guidelines Don't Tell You.**  
**Sandra Marquez Hall, Ph.D., Strategic Planning for Student Affairs**  
**Texas Tech University, 125 Doak Hall, Box 41141, Lubbock, TX 79413**

\*Council for the Advancement of Standards

Summary of five year timeline:

DSA Departments	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
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					
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					

Summary of 2007-2008 Timeline:

Red Check indicates departments that have completed a CAS Review

Current and upcoming departments scheduled as timeline indicates

Listed below are CAS training agendas

- CAS Directors
  - CAS Review Directors Training I
  - CAS Review Directors Training II
  - CAS Review Directors Training III
- CAS Departmental Team Activity
  - CAS Review Department / Team Training I
  - CAS Review Department / Team Training II
- CAS Directors Meeting
  - CAS Review Directors Follow-Up Meeting
  - CAS Review Directors Follow-Up Meeting
- CAS Reports
  - Final CAS Report - 1st Draft Due
  - CAS Review Department Reports Due to External Reviewer
  - Final CAS Reports Due
  - Presentation of CAS Department Reports

## **Understanding CAS Process Training & Execution Guidelines**

- A team based approach to departmental assessment.
- “SAG: Self-Assessment Guides: Are unique for each functional area, SAGs include the standards, guidelines, and criterion measures that can be used to judge the level of compliance a program exhibits in regard to the standards.”
- “Standards: Standards represent the identifiable commonalities with other functions such as mission, human, fiscal, physical and technological resources, ethics, program evaluations and so on.”
- “Guidelines: Guidelines are supplemental to standards and are designed to clarify and amplify the standards.”

### Compile, Organize & Prepare Evidence

- “Purpose of gathering evidence: Judging the program by rating it against the CAS Standard criterion measures and identifying program strengths and weaknesses does not represent a completed self-study.” (p.10, CAS Content, #3).
- “Evidence will be used to show the effectiveness of the department in meeting CAS standards.”
- Examples of evidence (examples may include but are not limited to the following):
  - Student Recruitment
  - Marketing Materials
  - Program Documents
  - Institutional Administrative Documents
  - Research, Assessment & Evaluation Data
  - Staff Activity Reports
  - Student Activity Reports
  - Meeting Minutes
  - Semester and/or Annual Reports
- Organize evidence into the thirteen parts of the CAS Standards and create a table of contents for reference (see below).

### Thirteen Parts of CAS

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

### Learning Outcomes

- “During a recent revision of the CAS an increased emphasis was placed on achievable, observable, and assessable outcomes associated with student learning and development.”
- “Identifying learning outcomes and assessing their achievement by students is supported by the inclusion of the 16 Student Learning and Development Outcome Domains and their assessment indicators contained in all CAS Standards & Guideline content areas.”
- “Departments at Texas Tech Division of Student Affairs may select 1-3 student learning and development outcome domains from their CAS Standards & Guidelines that best match the department programs, facilities and services offered.”
  - Intellectual growth
  - Effective communication
  - Enhanced self-esteem
  - Realistic self-appraisal
  - Clarified values
  - Career choices
  - Leadership development
  - Health behavior
  - Meaningful interpersonal relationships
  - Independence
  - Collaboration
  - Social responsibility
  - Satisfying and productive lifestyles
  - Appreciating diversity
  - Spiritual awareness
  - Personal and educational goals

## **CAS Training & Preparation Meetings**

### **CAS Review Directors Training I**

#### Learning Outcomes for Directors I CAS 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 Training Overview

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

At the CAS Review Department / Directors I the directors were instructed on how to complete the following tasks:

- Follow the timeline of activity
- Develop two types of review teams
- About potential challenges to the process
- How to use the CAS Binder (will become your best friend)
- Rating methods - worksheets
- Evidence - mandatory component-see examples in handout
- Reports - CAS Review Reports, External Review and DSA Reports

#### Assigned Tasks to be Completed by Directors

At the first CAS Review Directors Training, the directors were instructed to complete the following tasks prior to the next CAS Review Directors training:

1. Select CAS Work Team Leader and bring to next meeting
2. Bring a department organizational chart, mission, vision and strategic plan
3. Create a binder for your Team Leader

### **CAS Review Directors Training II**

#### Learning Outcomes for Directors II CAS 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 Team Training II 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

At the CAS Review Department / directors and team leaders were instructed on how to complete the following tasks:

- The use of Worksheets A, B, and C
- Organize materials, ratings and comments from the CAS review process
- Understand and execute individual responsibilities during the CAS process
- Understand Ethical Responsibilities and Intellectual Property
- Review CAS Review Rating System
- Review Team activities
- Understand Team Member responsibilities

Assigned Tasks to be Completed by Directors

At the second CAS Review Directors Training, leaders were instructed to complete the following tasks by CAS Review Team Training I:

1. Select work team members
2. Create a binder/information system for work team members
3. Prepare work teams for Team Training
4. General Standards of CAS Context (Item D, p.22)
5. Contextual Statement-
6. CAS Self-Assessment Guide Parts 1-13
7. Present the E-Course to work team members

**CAS Review Department / 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 Processes
- Gain knowledge of CAS terminology
- Learn how the Work Team contributes to the CAS Review

Team Training I Overview

- I. Pre-Workshop Training -
- II. Working with the Internal (Work) Team
- III. Expanding knowledge about the CAS process

At the CAS Review Department / Team Training I the teams were instructed on how to complete the following tasks:

- Preparing the Work Team
  - Intro PowerPoint
  - CAS Contextual Statement,
  - Self-Assessment Guide for department
- Team Dynamics
- Understanding CAS SAGS
  - Standards
  - Guidelines
- CAS Required Evidence
  - Qualitative
  - Quantitative
  - Examples of Evidence
- Organization of Evidence
- Understanding CAS Rating System
- CAS Rating Example Exercise

### Assigned Tasks to be Completed by Team Leader

At the second CAS Review Directors Training, leaders were instructed to complete the following tasks prior to the next training.

1. Prepare the Work Team
  - Intro PowerPoint Presentation
  - CAS Contextual Statement
  - Self-Assessment Guide for Department

### **CAS Review Department / Team Training II**

#### Learning Outcomes for CAS 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

- I. CAS E-Course PowerPoint & Related Discussion
- II. Team Leader Responsibilities
- III. Types of CAS Department Teams
- IV. CAS Support Materials
- V. Reporting the CAS Review Findings

At the CAS Review Department / Team Training II the teams were instructed on how to complete the following tasks:

#### CAS Review Reporting

- Ethical Responsibilities
- Intellectual Property

#### Understanding how to use CAS Worksheets & Forms

- CAS Review Rating System
  - Individual Criterion Measures Worksheet w/Comments
  - Collective Review Team Rating & Comments Worksheet
  - Optional Collective Rating Sheet with Excel Averaging
  - Review Team Comment Summary Worksheet
- Review Team
  - Individual Criterion Measures Worksheet w/Comments
  - CAS Review Work Forms
  - Work Form A (Steps 1 & 2)
  - Work Form B (Follow-up actions)
  - Work Form C (Summary Action Plan)

#### Assigned Tasks

1. Review and understand appropriate CAS Responsibility Checklists
  - Directors
  - Team Leaders
  - Work Team
  - Review Team\*
  - External Reviewer\*

## **CAS Review Directors Training III**

### Learning Outcomes for CAS Directors III

- Review of administrative oversight and participation in the CAS Review process
- Understand and complete CAS Reporting Forms

### Directors III Training Overview

- I. Review of all steps in the CAS Review Process
- II. Worksheets A, B, C
- III. Action Plan
- IV. CAS Report (template provided)
- V. CAS Executive Summary (template provided)
- VI. CAS PowerPoint Presentation (template provided)

At the CAS Review Department / directors and team leaders were instructed on how to complete the following tasks:

### Use the worksheet information to create CAS Reports

- CAS Worksheets A, B, & C
- CAS Action Plan
- CAS Report
- CAS Executive Summary
- CAS PPT

### Directors III Assigned Tasks

1. Complete the CAS Review

## References

Council for the Advancement of Standards in Higher Education. (2006). CAS professional standards for higher education (6<sup>th</sup> ed.). Washington, DC: Author.