**Project Summary Instructions**

This is the final and **most important** step of the assessment process to document your findings from this project and how the information will be used to improve programs and services. **AER must receive this summary to document this as progress for each of your key activities, goals and outcomes.** The information should be integrated into your departmental annual reports and budget planning. This summary will be posted on the Student Affairs Assessment website and in Campus Labs Baseline and be used for division and department strategic planning as well as accreditation reports. If you have any questions about interpreting your results or completing this summary form, or if you will be unable to meet this deadline, please let us know.

Date desired by: 9/15/2015

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**Project Summary**

**Housing & Residential Education / Management Team Retreat 2015**

**Goal and desired outcomes of the program or service:**
We strive to engage and retain high performing staff members. Through the utilization of staff Engagement and Team surveys, teams will be able to identify areas of strength and areas for team improvement.

**Goal of assessment:**
To better understand management team dynamics.

**Population sampled:**
Housing management team staff.

**How many people were asked (if known)?** 12
**Respondents:** 11
**Response Rate:** 92%
**Administration Type:** Department-sent e-mail

*Did your assessment accomplish your assessment goal? Was the desired outcome of the program or service achieved? Describe why/why not and what was learned. Include data to support your statements.*
Summary of Key Findings

The Management Team Gap Analysis identified that overall gaps were very small between the level of importance of a team component and the current level of satisfaction. The items that had the greatest gap of .91 on a 4 point scale were:

Team Members Trust Each Other

Team Members Feel Safe Making Suggestions

Actions Taken/Planned based on the findings from this assessment:
We engaged in a team conversation around the items with the two largest gaps. Changes were made to the Management Team staff meetings to allow for a share out time. The Decision Making Model was modified to clarify how decisions are made. We also developed a “Team Warm Up“ as part of our agenda.

Continued conversations will take place on at least a quarterly basis to dialogue about the gaps specifically. An example would be discuss resource alignment prior to the start of the budget cycle.

Alignment
Student Affairs Key Activity: [Staff Excellence]

Departmental Key Activity: Staff Development & Training--HRE Permanent Staff

Departmental goal this project addresses: Staff Recruitment, Selection, and Retention--Permanent Staff