

# Guidelines for Implementation of Divisional and Departmental Assessment

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## **Purpose of Assessment Team**

- To explore issues related to assessment, evaluation, and learning objectives in Student Affairs.
- To guide the Counsel for the Advancement of Standards (CAS) process.
- To assist Student Affairs staff members in learning and improving assessment skills.
- To assist Student Affairs staff members in using assessment results effectively.
- To assist Student Affairs departments in developing their comprehensive assessment plans.
- To educate the Division about assessment standards and processes.
- To disseminate information derived from assessment reports to the Division.

## **Goals of the Assessment Team**

- Coordinate the CAS Review Process.
- Provide support for the CAS Review Chairs.
- Review and provide feedback for assessment plans and divisional reports (mid-year and full year).
- Research CAS review reports from other institutions and how the information was used.
- Send at least one team member to the Assessment Drive-In workshop at UMBC.
- Encourage team members to prepare program proposals for conference presentation.

## **Assessment Methods:**

- Development of learning outcomes for training programs
- Program evaluations and headcounts
- Surveys
- Statistical analyses
- Bridging Academic and Social Experiences (BASE) conversations

- Open forums and focus groups
- Program reviews

## **Definitions**

### *Divisional Mission-Based Reports*

- These reports are based on the College mission statement and are completed on a yearly basis for each department within the Division of Student Affairs. Departments that are responsible for submitting Divisional Mission-Based Reports are the following: Student Activities (which incorporates Orientation, Service and Social Change, and Programs Board), Judicial Affairs, Office of Residence Life, Counseling Services, and Health Services.
- Each department/unit needs to have an assessment plan with learning outcomes in order to produce their divisional mission-based reports. These reports consist of an assessment plan, a mid-year report, and a final report due at the end of the academic year.

### *Council for the Advancement of Standards (CAS) Reports*

- CAS reports are conducted for each functional area in the Division on a rotating basis once every four to five years. This method is in accordance with best practices outlined by CAS.
- Reports are completed in order to establish, adopt, and disseminate unified and timely professional standards to guide student learning and development of programs and services through self-study.

## **Report Timelines**

### *Divisional Mission-Based Reports Timeline*

- **October 8, 2010**
  - 2010-11 Mission-Based Assessment Plans for each department/unit are due to the Assessment Team
- **January 21, 2011:**
  - 2010-2011 Mid-year Mission-Based Assessment Reports for each department/unit are due to the Assessment Team
- **February 18, 2011**
  - The Assessment Team will provide feedback on the mid-year Mission-Based reports to the authors and department heads.
- **June 15, 2011**
  - Final Mission-Based Assessment Reports from each department/unit are due.

- **August 5, 2011**
  - The Assessment Team will provide feedback on the final Mission-Based reports to the authors and department heads.

*CAS Timeline*

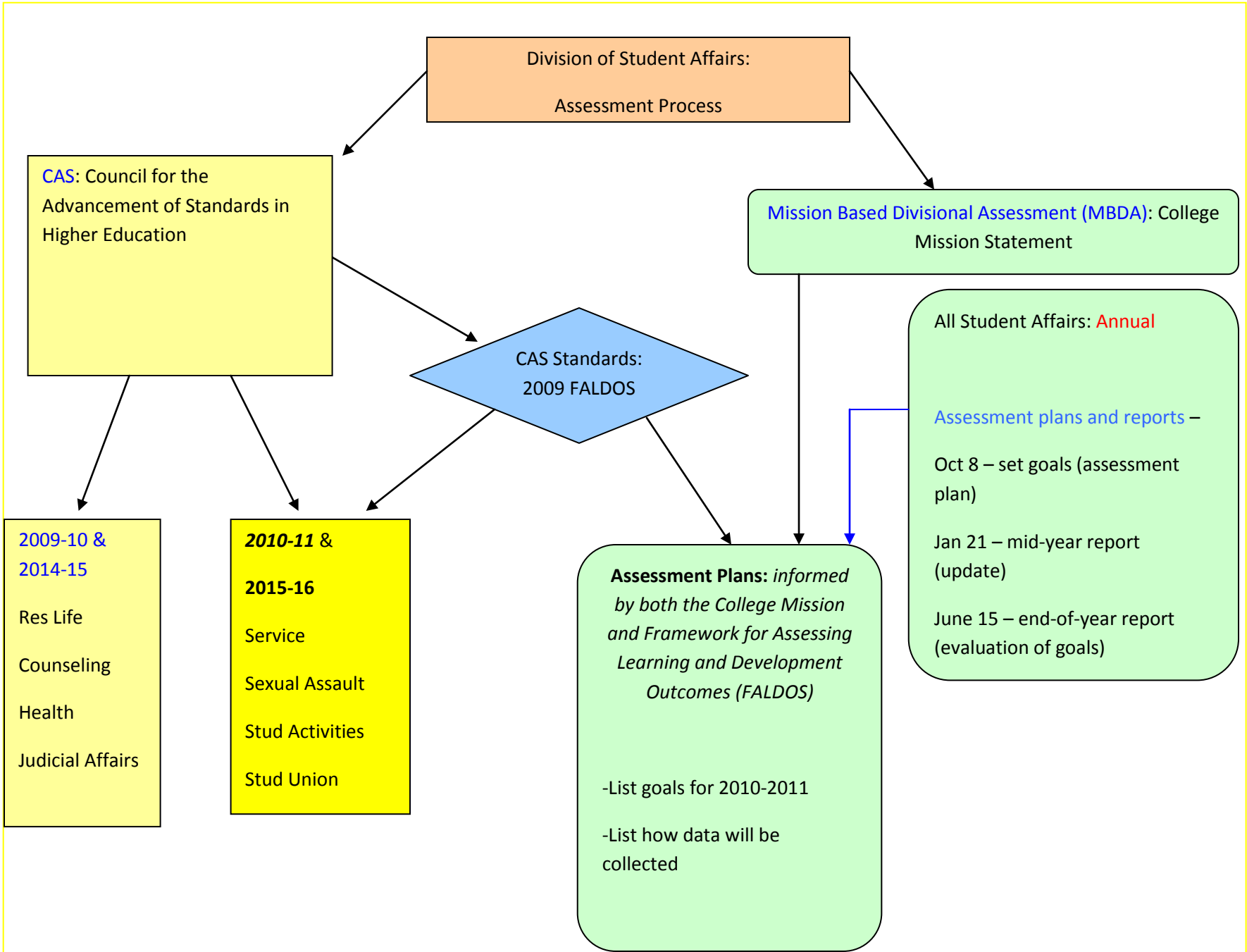
- **October 8, 2010**
  - Team chairs submit department plans to the Assessment Team.
- **October/November, 2010**
  - Departments gather, create, and compile evidence; departments (or reps) meet with the Assessment Team (optional; as needed by departments).
- **Nov/Dec (by December 17, 2010)**
  - First meeting of Review Teams.
- **January 28, 2011**
  - Second meeting of Review Teams.
- **March 4, 2011**
  - Final meeting of Review Teams; recommendations are made.
- **April 29, 2011**
  - Department action plans (responding to recommendations from the Review Teams) turned in to the Assessment Team.
- **May 20, 2011**
  - Department heads submit executive summaries to the Assessment team.
- **June, 2011**
  - Executive summaries to be put on the divisional Web site.

To date, functional areas for the CAS review have been:

2009-2010	2010-2011
Clinical Health Services	Student Activities
Counseling Services	Student Union
Student Conduct Programs (Judicial Affairs)	Services and Social Change
Housing and Residence Life Programs	

Review Teams, made up of students, faculty, and staff, and are created to conduct an internal review for each functional area. Each Review Team meets over several months to read evidence and analyze data provided by each functional area. The teams' final reports

are sent to the appropriate department head. The staff in each department creates an Action Plan and Executive Summary. Action Plans are implemented during the following academic year(s). To read the individual CAS Executive Summary and/or Action Plan for the functional areas, please see the Student Affairs Assessment website.



Division of Student Affairs:  
Assessment Process

CAS: Council for the Advancement of Standards in Higher Education

Mission Based Divisional Assessment (MBDA): College Mission Statement

CAS Standards:  
2009 FALDOS

All Student Affairs: **Annual**  
  
Assessment plans and reports –  
Oct 8 – set goals (assessment plan)  
Jan 21 – mid-year report (update)  
June 15 – end-of-year report (evaluation of goals)

2009-10 & 2014-15  
Res Life  
Counseling  
Health  
Judicial Affairs

2010-11 & 2015-16  
Service  
Sexual Assault  
Stud Activities  
Stud Union

**Assessment Plans:** *informed by both the College Mission and Framework for Assessing Learning and Development Outcomes (FALDOS)*  
  
-List goals for 2010-2011  
  
-List how data will be collected

CAS

Mission Based Divisional Assessment

October 8: CAS Review Plan (see Review Plan Form)

Oct/Nov – Dept collect data – compile information for review team

Nov/Dec –First review team meeting *(clarify function and task, review CAS for area)*

Jan 28 – Second review team meeting *(discuss compiled data, assign sections for review and request any missing data)*

March 4 – final meeting of review team *(review recommendations)*

April 29: Department action plans in response to review team feedback due to Assessment Team

October 8: Assessment plans for 2010-11 due to Assessment Team

January 21, 2011 – Mid-year report due

*Think parallel process – some departments will be carrying out two (CAS and MBDA) as separate but interrelated assessment protocols this year.*

The Division of Student Affairs will use the results of our CAS reviews for ongoing improvement of our services and programs, designing new programs, staff development, strategic planning, budget allocation, and to help us prepare for our next Middle States accreditation in 2015.

If you have any questions about assessment activities in Student Affairs, please feel free to contact any of the department heads, the Dean of Students, or a member of the division's 2010-2011 Assessment Team:

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