

Sample Reporting Forms, continued

current forms available on OACII web site

OUTCOMES ASSESSMENT REPORTING FORM, Part 2

Reporting Period: July 1, 2007 through June 30, 2008. Forms should be submitted to the Provost by Senior Administrators only. Deadline for submission is August 29, 2008.

Senior Administrator: _____

(E. Egginton, N. Franklin, C. Gonzales, J. Taylor, E. Titus, or B. Woods)

Department Name: _____

Department Head/Director: _____

Name of person completing this report: _____

Instructions: Areas are encouraged to report on one to three activities, if appropriate. Please complete and submit a Part 2 form for each assessment activity being reported. Forms should be submitted to the Senior Administrator. Any supporting documentation may be provided in electronic or print format. (Reminder – assessment conducted as part of external/internal/peer review processes is applicable for this report and may be used.)

1. State the activity/service being assessed:
2. State the assessment goal for this activity/service:
3. Indicate your assessment procedure(s):
4. Provide a description of the results:
5. Indicate improvement action(s) taken based on assessment results:
6. Additional comments or clarifications:

Other Resources

OACII Web Site

<http://irpoa.nmsu.edu/OutcomesAssessment/StudentAcademicSupport.html>

Past Reports—Best Practices

Link to other departments' reports from the OACII Web site:

- Housing and Residential Life
- Information and Communication Technologies
- Library - Pay Equity Analysis
- Library - Seating Capacity
- Student Health Center

Outcomes Assessment Committee II

Student Academic Support

<http://irpoa.nmsu.edu/OutcomesAssessment/StudentAcademicSupport.html>

Responsibilities of OAC II

- To design a program to assess the university's effectiveness in carrying out its mission in serving the educational support needs of a student body of various ages, interests, and cultural backgrounds.
- To focus university attention on the outcomes or impact of its academic support and campus life activities in achieving priority institutional goals.
- To monitor implementation of the academic support/campus life program, review outcomes information in light of institutional mission and goals, and encourage use of assessment results in program planning and review.

Outcomes Assessment is a division of Institutional Research, Planning, and Outcomes Assessment. The purpose and functions of Outcomes Assessment are:

- Facilitate the development of an awareness of outcomes assessment in the institutional community.
- Function as a conduit for communication of outcomes assessment activities which are occurring in the units. Coordinate assessment activities.
- Integrate outcomes assessment into both the external and internal planning and program review activities of the institution.
- Provide resource support for unit activities related to outcomes assessment.

<http://irpoa.nmsu.edu/>

Reporting Cycle

- Prior to August 29, 2008 – Submit outcomes assessment report for 2007-08 academic year to Senior Administrator.
- August 29, 2008 – Senior Administrators submit outcomes assessment report(s) (OAC 2 Part 1 and Part 2 forms) to the Office of the Provost.
- Fall 2008 semester – Units/programs update their assessment plan and begin gathering data for that year’s reporting (due at the end of the 2008-09 fiscal year).
- September 2008-December 2008 – Outcomes Assessment 2 committee review the reports and scores according to the Feedback Form.
- January 2009 – Outcomes Assessment 2 committee members provide feedback to reporting units/programs.
- Late August 2009 – Outcomes assessment reports for 2008-09 academic year due.

Committee Membership, 2008-2009

Laura Gutierrez Spencer, Chair	Chicano Programs	lgutzpc@nmsu.edu	646-4206
Mary Jaspers	Office of the Vice Provost of International Programs	marjaspe@nmsu.edu	646-3199
Randee Greenwald	Student Health Center	ragreenw@nmsu.edu	646-1512
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Steve Leask	Information & Communica- tion Technologies	sleask@nmsu.edu	646-3692
Anthony Marin	Center for Academic Success	amarin@nmsu.edu	646-7207
Marlene Melendez	Financial Aid	melendem@nmsu.edu	646-6118
Michelle Bernstein	Housing & Residential Life	michbern@nmsu.edu	646-3202
Carmen Santana-Melgoza	Institutional Research, Planning & Outcomes Assessment	csantana@nmsu.edu	646-1720
Robert Moulton	Interim Provost	moultonr@nmsu.edu	646-5858

Sample Reporting Forms

current forms available on OACII web site

OUTCOMES ASSESSMENT REPORTING FORM, Part 1

Reporting Period: July 1, 2007 through June 30, 2008. Forms should be submitted to the Provost by Senior Administrators only. Deadline for submission to the Provost is August 29, 2008.

Senior Administrator: _____
(E. Egginton, N. Franklin, C. Gonzales, J. Taylor, E. Titus, or B. Woods)

Name of Area: _____

Individual completing this assessment report: _____

Phone: _____ Email: _____

Does your area have an assessment plan on file and available for review upon request? Yes No

How often do you update your assessment plan?

If no, does the unit/program report to a higher level that includes your activities in an assessment plan?
 Yes No Do not know

Does your area assess outcome measures that are tied to University planning processes, such as *Living the Vision* or budget requests? Yes No

Please choose one of the *Stage Descriptions* below that reflects your stage assignment for this area:

Actively assessing and using results.

Initiated data collection.

Not assessing.

Outline of OACII Presentation to Departments, continued

The Assessment Report

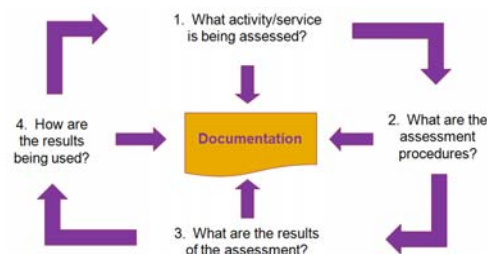
Tied to

- Living the Vision
- Unit/Program mission, goals, and objectives

Kinds of assessment tools

- Surveys
- Focus groups
- Comparison to past year
- Comparison to Peer institutions
- Qualitative or quantitative data

Assessing Non-Academic Activities & Services



The Next Assessment Cycle

- Last Assessment Report: 2008
- Department Assessment Plan -Should be a work in process
- Next Assessment Period: July 08 – June 09
- Assessment Report due August 31, 2009

Outcome Measures

- Direct Measures provide for the direct examination or observation of behavior, knowledge, or skills against measurable objectives.
- Indirect Measures ascertain the perceived extent or value of experiences.

Mix and Match direct and indirect outcome measures to assess your goals and objectives

What do these assessment stages really mean?

Two stages describe when the area has “arrived”

- The area is actively assessing outcomes and using the results of its assessment activities to identify and implement program and service improvements.
- The area has been revising its outcomes assessment plan while continuing to use some outcomes assessment results to implement improvements.

Reporting Timeline, July 2008-June 2009

Date	Person Responsible	Recommended Action
August 29, 2008	varies by unit	Outcomes Assessment II reports submitted to senior administrator
		Update Outcomes Assessment II plan for July 2008-June 2009
		Begin data collection process
		Conclude data collection process (if applicable)
		Analyze data
		Identify and implement improvement action (if applicable)
		Implement improvement action (if applicable)
		Create Outcomes Assessment II Report
	Set by area's senior administrator	2008-2009 Outcomes Assessment II reports submitted to senior administrator
August 31, 2009	Senior Administrator	Senior administrator submits Outcomes Assessment II reports to the office of the Provost
Fall 2009	Outcomes Assessment Committee II Teams	Outcomes Assessment Committee II reviews reports and completes feedback forms
Spring 2010	Outcomes Assessment Committee II Teams	Outcomes Assessment Committee II members provide feedback to reporting units

*Questions or comments?
Please feel free to contact us!*

Outline of OACII Presentation to Departments

<http://irpoa.nmsu.edu/OutcomesAssessment/StudentAcademicSupport.html>

Choose Outcomes Assessment at NMSU - Unveiling the Mysteries (.ppt)

Outcomes Assessment Committee II

Our job is to

1. Help design a program to assess the university's effectiveness in carrying out its mission to serve the educational support needs of a student body of various ages, interests, and cultural backgrounds.
2. Focus university attention on the outcomes or impact of its academic support and campus life activities in achieving priority institutional goals.
3. Monitor implementation of assessment processes in academic support/campus life programs throughout the university, review outcomes information in light of institutional mission and goals, and encourage use of assessment results in program planning and review.

Outcomes Assessment: a definition

There are many definitions of assessment, but for our purposes we will define it as: Any effort to gather, analyze, and interpret evidence which describes institutional or divisional effectiveness.

Assessment in Student Affairs, Upcraft and Schuh

What Does Outcomes Assessment Accomplish?

- Ensures that units are examining their services and programs.
- Documents outcomes assessment and internal improvement efforts for the Provost and Accrediting Agencies.
- Permits each unit to demonstrate how well it is doing.
- Identifies internal improvements based on fact, not perception.
- Allows unit staff to focus on implementing improvements they feel are high priority.

Effective Outcomes Assessment Plans should include:

- Mission & Goals
- Objectives
- Defined Outcomes & Measures (Direct & Indirect)
- Assessment Methods
- Communication of Outcomes Assessment Results
- Decision & Internal Improvement Implementation

Remember the cycles!

Is there a standard format for an Outcomes Assessment Plan?

- NOPE!! There is no magic bullet – no one assessment mechanism is universally acceptable.
- No two Units are alike.
- Each Unit has to decide what it needs & wants to assess about its activities.
- It is not the paper – it is the conversation and shared understanding about what and how to accomplish your goals and objectives.

Outline of OACII Presentation to Departments, continued

The Outcomes Assessment Cycle: an ongoing process for the Unit

Questions to be asked by Unit staff

- What are we trying to do? (Mission)
- How will we do it? (Objectives)
- How well are we doing it? How do we know? (Outcomes Assessment)
- How do we use the information to improve? (Improvement Results)

Outcome Measures

- Keep it SIMPLE!!
- Must be 'do-able'
- Keep staff involved and responsible
- Shouldn't dominate too much time
- Pick and choose what you do
- You can not, should not, and do not need to measure everything.

The Outcomes Assessment Reporting Form

- Part 1: Senior Administrators answer questions about their Assessment Plan and how it is being used.
- Part 2: Area administrators complete a reporting form for each assessment activity.

The Outcomes Assessment Reporting Form—Part 1: Sr. Administrators

- Does your area have an assessment plan on file and available for review on request?
 - If no, does the unit/program report to a higher level that includes your activities in an assessment plan?
- Does your area assess outcome measures that are tied to the University planning processes, such as Living the Vision or budget requests?

What do these assessment stages really mean?

The form requires the selection of one of the Stage Descriptions below that reflects your stage assignment for this area:

- Actively assessing and using results
- Initiating data collection
- Not assessing

Academic Support/Campus Life Outcomes Assessment—Part 2: Administrators of a specific area or sub-area

- What activity/service is being assessed?
- What is the assessment goal for the activity/service?
- What are the assessment procedures?
- What are the results of the assessment?
- How are the results being used?
- Where is the supporting documentation?