

Assessment Reports by Non-Academic Units and Non-College Academic Units

Deadline: (Draft) January 15, 2009

Final Version July 30, 2009

All non-academic units at YSU will be required to submit an annual assessment report (summarizing the unit's assessment activities of the prior academic year (or fiscal year) of 2007-2008. (Note: for units that have not yet collected any relevant data, then use data collected from fall 2008 or spring 2009 to begin the process). Assessment occurs from year-to-year and is not limited to YSU's self-study processes for the Higher Learning Commission.

- **When is the report due?** The deadline for this year's Assessment Report draft is **January 15, 2009** for all non-academic units and non-college academic units. **The final version is due July 30, 2009.**
- **Who is the report sent to?** The report should be submitted electronically to Dr. Sharon A. Stringer at sastringer@ysu.edu. You can also send one paper copy via intercampus mail to:
 - A. Dr. Stringer, Office of Assessment, Tod Hall B139;
 - B. Your own Director(s) and/or supervisor(s) above you;
 - C. Your own Division Vice President.
- **Can non-academic units on campus obtain copies of a "model report" and a template to assist in preparing the report?** Dr. Stringer will provide model(s) of assessment reports for non-academic and non-college academic units at the workshop in October 2008. She can also send you electronic copies of model reports from last year. Email Sharon at sastringer@ysu.edu to request an example.
- **Who is involved?** Metro College, Financial Services, Student Affairs, Maag Library, and all non-academic and non-college academic units on campus. The report needs to include a review of what has been accomplished during the past year, data, and realistic action steps to improve the department.
- **What is the content of Assessment Reports?** Each unit can define parameters for their reports based upon their expertise and in-depth knowledge of the unit. However, the report must also include assessment activities for the 2007-2008 academic/fiscal year, (or part of the 2008-09 academic/fiscal year if the unit is just beginning)

with a summary of tangible results and very clear evidence of how the data are being used to improve each unit's activities. It is necessary to explain how results relate to broader Institutional goals as well as to Division goals.

- **What is crucial to include in these reports?** Campus units need to move beyond description of activities and include data, explanations of how data are used to improve the unit, and clear documentation of areas for improvement and challenges. It is very appropriate and important for the assessment report to include data that document strengths of the unit as well as areas for improvement. Also, include realistic recommendations (concrete action steps) for continuous improvement.
- **What is the difference between assessment reports and annual reports?** The key difference between the annual report and assessment reports is that assessment reports will draw explicit connections to Criterion Three of the Higher Learning Commission. Assessment reports describe how the unit's activities connect to each of the four core components of Criterion Three of the Higher Learning Commission (HLC). The HLC's Criterion 3 for Accreditation and core components are available on page 6 of the HLC brochure at <http://www.ncahlc.org/download/Overview07.pdf>. Page 4 of these directions also includes a description of the core components of HLC's Criterion 3.
- **Who will review the reports?** Dr. Stringer will review all draft reports in February 2009 and she will review the final reports in August 2009. The reports will be available for review by the YSU's Council on Teaching and Learning and other internal/external constituencies.

Note: We encourage you to submit a draft to Sharon Stringer by email at sastringer@ysu.edu in January 2009 so she can provide feedback and guidance before the due date of July 30, 2009. After this year, reports will be due by July 30 to coincide with the due date for annual reports. Each unit will report on the activities of the prior academic year or fiscal year.

Annual Assessment Report Due
(Draft in January 2009)
Final version due July 30, 2009

Instructions: Complete the report of your department's assessment activities for 2007-08 year

(or summarize activities for part of 2008-2009 if the unit is just beginning).

Dr. Sharon Stringer reviews these reports and will provide feedback to each department.

A record of all reports is maintained by the Office of Assessment for accreditation purposes.

Please save electronic or paper copies of relevant assessment materials in your own office for the next 10 years (2008-2018) as well.

Name of Person Preparing This Report:	
Title:	
Email Address:	
Campus Phone:	
Name of Department or Unit:	
Date Submitted:	

1. What are your objective(s)? Describe what the goals were (are) for the unit (division).
2. Explain how your unit supports the mission of the University. A copy of the University's current mission is available at <http://www.yzu.edu/mission.shtml>.
3. Briefly and specifically, describe what you did. Provide summary **data** that document the unit's assessment activities. Explain how you measured the activities. (Utilize data that have already been collected. For example, some units have recently completed annual reports in July 2008. Excerpts from that report may be inserted here).
4. What did you find out?
 - a. Provide an evaluation of the data.
 - b. Clearly document the strengths of the unit's activities.
 - c. Describe the challenges and areas for improvement.
5. Feedback loop.
 - a. Explain how the unit communicates results to internal and external constituencies on an ongoing basis.

- b. How are you using what you learned from the data? What changes are planned to improve the unit? Describe action steps that will be implemented to improve the unit's effectiveness in the near future. Explain how the evaluation of data is connected to the future action steps.
6. What is your plan for the Unit to continue assessment activities in the future? Describe how the unit's assessment activities will be sustained in the future.
7. Provide specific examples of how the department's goals and activities are linked to Criterion 3 of the Higher Learning Commission: **Student Learning and Effective Teaching "The organization provides evidence of student learning and teaching effectiveness that demonstrates it is fulfilling its educational mission."**

Describe links to each of the following 4 core components of Criterion 3:

- 3a. "The organization's goals for student learning outcomes are clearly stated for each educational program and make effective assessment possible";
- 3b. "The organization values and supports effective teaching";
- 3c. "The organization creates effective learning environments";
- 3d. "The organization's learning resources support student learning and effective teaching."

[Note: non-academic units can demonstrate how they support effective teaching and learning even when they may not be doing any teaching or have academic programs. Dr. Stringer will provide examples and handouts during the training workshops in October and November 2008 to guide you in answering question 7.] To help answer this question, you may consider using any of the following as a possible option:

- a. one or two general education learning outcomes and describe whether the activities in your unit help facilitate student learning outcomes in one of the 13 general education outcomes (the general education learning outcomes can be found at <http://www.ysu.edu/ger/genedg.html>. On this website, the 13 learning outcomes are just below the Preface.
- b.** Select one or two learning outcomes described in "Learning Reconsidered: A Campus-Wide Focus on the Student

Experience" (*Refer to Table 1 pages 21-22 of the article available online at*

www.myacpa.org/pub/documents/LearningReconsidered.doc.

Describe how the activities in your unit have helped students' learning in

one of those areas listed in Table 1.

8. Select from one of the following (A, B, or C) and explain how your unit's activities are linked to either:
 - A. Two critical issues of YSU's Centennial Strategic Plan—you may choose the two critical issues that are closely tied to your area. A copy of the full strategic plan is available at http://www.yzu.edu/strategicplan/Strategic_Plan_Packet2.pdf.

OR

 - B. Describe any connection to the State Strategic Plan for Higher Education 2008-2017 available at <http://uso.edu/strategicplan/>.

OR

 - C. Explain how the department's goals and activities are linked to one *additional* criterion of the Higher Learning Commission (with a focus on just one core component of that criterion). The Higher Learning Commission's "Criteria for Accreditation (and core components) are available on pages 5-7 of the HLC brochure at <http://www.ncahlc.org/download/Overview07.pdf>. The five criteria are:
 1. "Mission and Integrity"
 2. "Preparing for the Future"
 3. "Student Learning and Effective Teaching"
 4. "Acquisition, Discovery, and Application of Knowledge"
 5. "Engagement and Service"
9. Executive Summary: include a succinct (maximum of one page) summary of your answers to the 8 questions listed above.