Submitting Your Assessment Findings
July & August 2013

1. Access Compliance Assist
   - http://assessment.ucsd.edu
   - http://ucsd.compliance-assist.com

2. Complete these sections
   - Progress
   - Link Assessment Project to Campus Labs Baseline
   - Summary of Findings
   - Impact of Assessment
   - Lessons Learned
   - Supplemental Information

3. Review the entire report
   - Update plan to reflect actual assessment
   - See annotated assessment template
   - Check for characteristics of a comprehensive report
     - ✓ Clear
     - ✓ Concise
     - ✓ Cohesive

** Please Submit Your Assessment Findings by August 9, 2013 **

Annotated Assessment Template

1. Name of Assessment Project:
2. Name(s) of Person(s) Responsible for Assessment Project:
3. Email Address:
4. Phone Number:
5. Other Contacts:
6. Providing Department:
7. Other Units/Departments Involved in Assessment Project:

8. Program, Service, or Event Related to Assessment Project
   What program, service, or event was assessed? Keep in mind, the reader may not be familiar with the program, service, or event, so providing context may be helpful.

9. Assessment Project Description
   Describe the assessment project. What was the purpose of the assessment? What did you want to learn? What were your burning assessment question(s)? How did you plan to use the results?

10. Unit/Program Specific Goals and Learning Outcomes
    List the unit/program goals and/or student learning outcomes that <u>this assessment addressed</u>. Were these goals and/learning outcomes addressed in the program, service, or event? Were they assessed?

11. Relationship to Student Affairs Learning Outcomes
    Indicate the Student Affairs Learning Outcomes this assessment project is related to, if any. (Check all that apply.)
    - ☐ Think Critically and Solve Problems
    - ☐ Communicate Effectively
    - ☐ Advance a Plan for Personal, Academic, and Professional Success
    - ☐ Lead in a Diverse Global Society
    - ☐ Engage in Healthy Lifestyle
    - ☐ Promote Social Justice and Community Responsibility
    - ☐ Not related to any SALOs

    Did <u>this assessment</u> address the check marked outcomes? Were the check marked outcomes assessed?

12. Assessment Project Start
13. Assessment Project End

14. Population/Sample
    Who participated in the assessment? Be as specific as possible. How many people participated in the program, service, or event? How many of the participants engaged in the assessment?

15. Type of Assessment

    Identify the type of assessment that will be conducted. (Check all that apply.)

    - ☐ Student learning outcomes and/or behavior outcomes
    - ☐ Tracking usage
    - ☐ Needs assessment
    - ☐ Satisfaction survey
    - ☐ Assessment of culture/climate
    - ☐ Benchmarking
    - ☐ Assessment of physical environment
    - ☐ Program/department review
    - ☐ Measuring effectiveness relative to professional standards (e.g., CAS standards)
    - ☐ Other: Please enter text below

    Are there findings associated with each type of assessment check marked?

16. Assessment Methods

    Identify the assessment method(s) that will be used in this project. (Check all that apply.)

    - ☐ Focus Group
    - ☐ Interviews
    - ☐ Observation
    - ☐ Rating of Skills (e.g., rubrics)
    - ☐ Surveys
    - ☐ Document Analysis
    - ☐ Participant Narratives/Journaling
    - ☐ Visual Collection (e.g., photos, videos)
    - ☐ Participant Counter
    - ☐ Student Research and Information Data
    - ☐ Other: Please indicate below

    Are there findings associated with each assessment method check marked? If there are no findings, please provide an explanation in the "Summary of Findings".

17. Data Collection Tools

    What was used to collect the evidence? (e.g., i-Pod Touch, traffic counters, Campus Labs Baseline survey, hard copy survey, rubric, checklist).

18. Data Analysis Methods

    How was the evidence analyzed? (e.g., compile survey results, use qualitative methods on interview, focus group, open-ended response data, rubric or scoring guide)

19. Presentation of Findings
    Who received the findings and how were they presented?

20. Progress
    Choose 100%

21. Link Assessment Project to Campus Labs Baseline
    If you used Campus Labs Baseline to administer your assessment project, you can link to the results by clicking "add" and enter your Baseline login information. Search for your Baseline assessment project by title, and click the title when it appears. A box should appear on the right with the same title as your Baseline project. From this box, select the data you would like to add (for example "all project data") and click "add."

22. Summary of Findings
    Even though you may have attached the Baseline data, please pull out the main findings. Provide the pertinent data. What do you want the reader to take away? Summarize the important findings. Were the assessment questions you posed at the start of the project answered?

23. Impact of Assessment
    How did you (or will you) use the findings? How have the assessment findings informed your program and decision making? What will you celebrate? What will you change?

24. Lessons Learned
    What went well? What didn't go so well? What would you do differently? What advice would you give your colleagues if they were planning a similar assessment? Are additional assessments needed?

25. Supplemental Information
    Is there any other information that supports this assessment?