

**2019 – 2020**  
**Student Affairs Research & Evaluation**  
**Student Affairs Assessment Report**

The goal of this report is for departments to assess at least one program. “Program” is defined loosely: it includes any organized activity such as a workshop, service, event, long term student program, to the entire department itself. It is not about the size of the program/service or assessment, this report is about focusing on the skills of assessment itself – getting the hang of embedding assessment into our culture. Each bullet point below includes more instructions to explain/simplify this process. This should be a brief exercise to practice assessment. Please be concise with your responses. This report should not be longer than 5 pages, excluding appendices and images.

If you have questions about your assessment or this report, e-mail [hayden.harris@ucr.edu](mailto:hayden.harris@ucr.edu) or call 951-827-5968.

Submit your report to [hayden.harris@ucr.edu](mailto:hayden.harris@ucr.edu) and copy [SARE@ucr.edu](mailto:SARE@ucr.edu) by June 1.

### Department Mission Statement

*(List the mission statement for your department. If the program you are assessing also has a mission statement, list that too.)*

- To support Student Affairs departments in making data-driven decisions and gain insight about student experiences on campus

### Program Name

*(Can include anything from 1-time projects such as workshops, services, events, or other programming to long-term projects such as peer mentor programs to entire units or departments. You can choose the scope of your assessment / the size of what you want to evaluate.)*

- Assessment Workshop: “To Survey or Not to Survey”

### Program Description

*(Describe or explain the purpose of the program and how it works)*

- Provided a workshop on survey research methods to all student affairs directors

### Write at least one Student Learning/Development Outcome

*(List the student learning outcome(s) you plan to measure in your program. Write what you plan to measure, how you plan to measure it, as well as how you will determine whether it is successful.)*

- Directors will learn about survey methods based on at least an average 80% score on the post-test.

### Strategic Themes *(Highlight all that apply)*

*(Now that VCSA is launching the new strategic plan, there are 4 main areas of focus. It’s important that our assessments are related to the strategic plan and our mission statements. Highlight which area(s) your program/service is related to.)*

1. Transform the Student Experience
2. Creating Collaborative Partnerships
- 3. Establishing Organizational Excellence**
4. Fostering and Advancing Social Justice

### Assessment question *(Is there a specific question you are trying to answer with this assessment?)*

*(In assessment, it’s common to have a question or topic of interest that the assessment is designed to answer. What do you want to find out with this assessment?)*

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### Assessment method(s) *(Highlight all that apply & include materials in appendix)*

*(What you did: Highlight which method(s) you used to assess your program and provide details about how you assessed your program.)*

1. Tracking utilization/participation (counting)
- 2. Survey/Questionnaire(s) (provide example in appendix)**

3. Focus Groups or Interviews (*provide example questions in appendix*)
4. Other (please describe):

**Assessment method details (*Please describe*):**

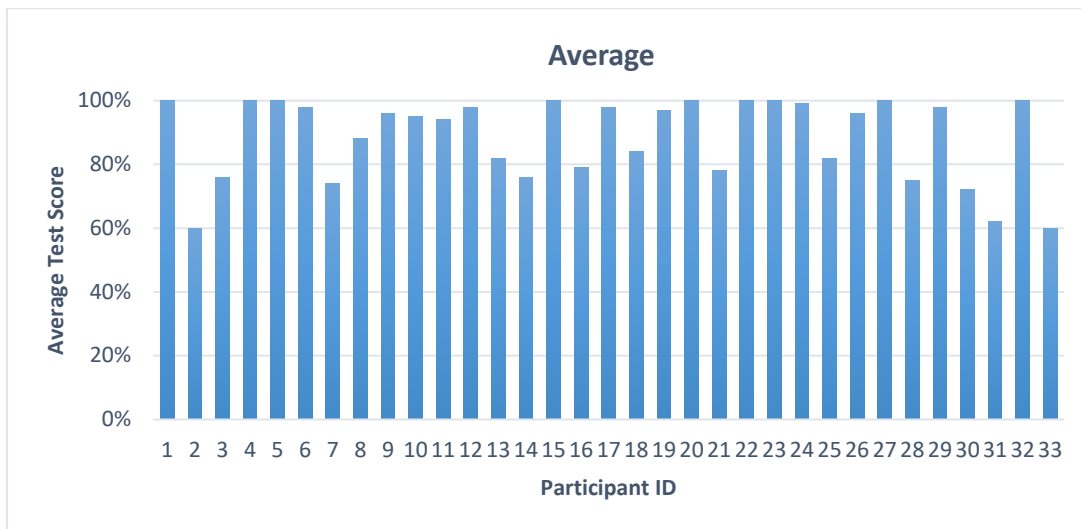
*(Provide any additional information about how you assessed your program/service.)*

- Directors will complete an online test after the workshop on the content they reviewed (see attached for a copy of the test).

**Results**

*(What you found: can be quantitative data such as counts/totals, averages, or other statistics, or qualitative data such as quotes, comment analyses, or document analysis, etc. Provide a summary of the results. Do not provide the actual data.)*

- A total of 40 directors completed the assessment workshop. Thirty-three completed the online post-workshop survey, resulting in an 83% response rate. Of the 33 directors who completed the survey, 23 (70%) received a score of at least 80%. The average score was 88%. See the below chart for the distribution of all scores.



Average test scores for each participant.

**Conclusion**

*(What you think: What conclusions can you draw from the results of this assessment? Did it answer what you wanted to know? Is there more you want to find out?)*

- Given that the average score (88%) was higher than the target cut off (80%), this workshop appears to be successful at teaching survey research methods to student affairs directors. However, the distribution of scores shows that the lowest score was 60%, which suggests that there is room for improvement in the design and execution of this workshop.

## Plan to use current results

*(Now what? Now that you have the results, it's important to keep the assessment cycle going. It's good practice to identify how you plan to use the results from the beginning, but it's most common to figure out what to do next after getting the actual results. How can you apply these results? Can you use these findings to make decisions about the current program you assessed or even about other programs too? Can you share the results with key stakeholders or peers? There are many different ways to use assessment results – it's all up to your creativity and drive with what you want to do.)*

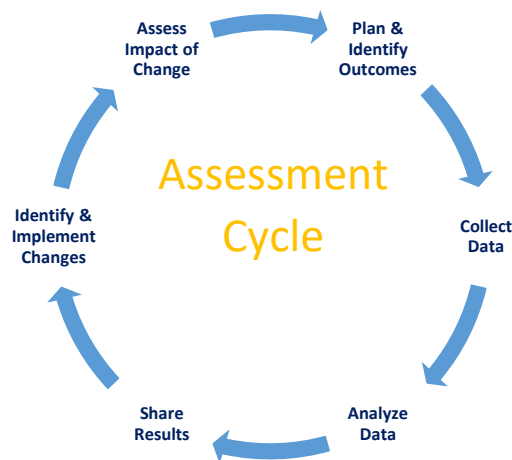
- These results will be used to inform the curriculum development of a series of workshops on assessment. This workshop will be revised based on the difficult areas from the post-test. In the future, I also will create a pre-test before the workshop to assess changes in learning outcomes. With this current group of directors, I can track their progress over time with other assessments and use this as a baseline measure since they are going to continue learning about assessment. Lastly, these results also will be used for a conference presentation on student affairs assessment methods.

## Staff contact(s)

*(Who can I contact if I have questions regarding this report?)*

- Hayden Harris, Ph.D. – hayden.harris@ucr.edu, 951-827-5968

## Remember that assessment is a cycle!



## Appendix

**Assessment Methods** *(include any survey questions or other assessment methods here, if applicable):*

### Survey Example

#### “To Survey or Not to Survey” Quiz

<b>Select true or false for each question.</b>	<b>True</b>	<b>False</b>
1. It is okay to ask extra questions for fun.		
2. Keep surveys long and complicated.		
3. Ask direct questions.		
4. Ask “double-barreled” questions.		
5. Avoid leading and biased questions.		
6. Write your survey questions in your respondent’s language and education level.		
7. Use response scales instead of categorical/binary options whenever possible.		
8. Avoid using grids or matrices for responses.		
9. Rephrase Yes/No questions if possible.		
10. Take your own survey to correct any problems.		