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UNIVERSITY OF CALIFORNIA

2019 – 2020 **[Department Name]** **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 underline maximum.

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

Submit your report to hayden.harris@ucr.edu and copy 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.)

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.)

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

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.)

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?)

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. Observations *(provide example in appendix)*
5. Student learning (tests, papers, grading, etc.) *(provide example in appendix)*
6. Rubrics *(provide example in appendix)*
7. Other (please describe):

Assessment method details *(Please describe)*:
(Provide any additional information about how you assessed your program/service.)

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.)

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?)

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.)

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

Remember that assessment is a cycle!

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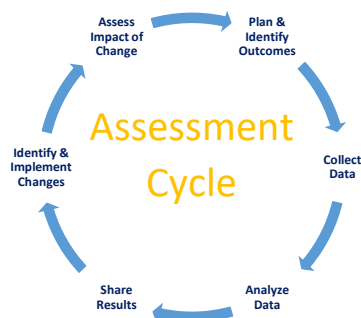
Appendix

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