

CONDUCTING ASSESSMENT IN STUDENT AFFAIRS

SAIRO Professional Development Experience Fall 2016-Spring 2017

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GOALS

The goals of this experience are to:

- 1) Understand the purpose of assessment in Student Affairs,
- 2) Develop a robust skill set for creating and implementing assessment plans, and
- 3) Know how to effectively analyze data and report findings to various stakeholders.

At the end of the experience, participants will have developed a plan for assessing a program or area in their department and be prepared to implement the assessment plan in the following academic year.

LOGISTICS

Course Dates/Time: First Tuesday of every month, 9am-12pm

Location: Murphy Hall (tbd and communicated prior to each meeting)

Course Materials: Provided in print at sessions; Available online

at <http://www.sairo.ucla.edu/Assessment-Support-Curriculum/2016-2017-Curriculum>

MONTHLY MEETING SCHEDULE AND ASSIGNMENTS

OCTOBER 4 --Understanding Assessment

- Defining assessment
- Goals of assessment
- Limitations of assessment

Homework:

- 1) *Create working document of Assessment Plan (no narrative; just map out headings/subheadings)*
- 2) *Complete "Departmental Outcomes/Programs/Services Mapping" Exercise*
- 3) *Complete "Data Audit" Exercise*

NOVEMBER 1 --Defining Assessment Purpose

- Key assessment questions
- Discussion: What are your key questions? Desired outcomes?
- Linking assessment to goals
- Overview of writing learning outcomes

Homework:

- 1) *Draft "Background and Purpose" and "Assessment Questions" subsections of Assessment Plan*

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DECEMBER 6 --Context of Assessment

- Stakeholders
- Environmental context
- Ethical considerations in assessment
- Assessment plan

Homework:

- 1) *Draft "Context and Stakeholders" subsection of Assessment Plan*
- 2) *Take notes regarding ethical considerations in "Implementation and Design" subsection of Assessment Plan*

JANUARY 3 --Qualitative Data Collection Methods

- Overview of Qualitative and Quantitative Paradigms
- Data collection methods
- Skills/resources to execute different methods

Homework:

- 1) *Refine/edit entire Assessment Purpose section of Assessment Plan*
- 2) *Draft "Assessment Method," "Resources," and "Implementation and Design" subsections of Assessment Plan*
- 3) *Those planning to use Qualitative methods, draft an instrument for your assessment*

FEBRUARY 7 -- Quantitative Data Collection Methods

- Key concepts in Quantitative Methods
- Data collection methods
- Skills/resources to execute quantitative methods

Homework:

- 1) *Refine "Assessment Method," "Resources," and "Implementation and Design" subsections of Assessment Plan*
- 2) *Those planning to use Quantitative methods, draft an instrument for your assessment*

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MARCH 7 --Challenges in Assessment

- Anticipating challenges with assessment
- Check in on plans- share ideas, concerns
- Present drafts of plans for feedback

Homework:

- 1) *Refine/edit entire Assessment Purpose and Methods and Implementation sections of Assessment Plan*
- 2) *Pilot Test or conduct your Data Collection*

APRIL 4 --Analyzing Assessment Data

- Types of analysis
- How to determine what kind of analysis to do

Homework:

- 1) *Draft "Planned Analysis" subsection of Assessment Plan using pilot data or data collected*

MAY 2 -- Reporting Assessment Results

- Translating raw data into the story you want to tell
- Identifying audiences
- Types of documentation and reporting

Homework:

- 1) *Draft "Plan for Reporting" and "Implications for Improvement" subsections of Assessment Plan*
- 2) *Complete entire Assessment Plan, including "Assessment Plan Design (Executive Summary)"*

JUNE 6 --Interpreting data to various stakeholders; long-term planning

- Documentation and reporting for different audiences
- Short and long term assessment planning for your department
- Reaching beyond the campus
- Closing celebration (12:00-1:30)

DUE: Final Assessment Plan Project--digital copy to Danielle before start of class

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Learning Outcomes

As a result of participating in the SAIRO Assessment Curriculum, participants will be able to...

UNDERSTANDING ASSESSMENT

- 1) Define assessment
- 2) Describe different types of assessment and the purposes and limitations of each
- 3) Design and implement an assessment plan

ASSESSMENT PURPOSE

- 4) Articulate an assessment question
- 5) Define goals for the assessment process
- 6) Link assessment questions to broader departmental and Student Affairs mission and goals
- 7) Understand existing data and how to build on that foundation

CONTEXT OF ASSESSMENT

- 8) Identify key stakeholders and their needs
- 9) Identify how aspects of the environment may influence assessment
- 10) Design assessment in ways that protects participants
- 11) Understand ethical considerations in assessment, including participant privacy and data confidentiality

DATA COLLECTION

- 12) Differentiate qualitative and quantitative paradigms
- 13) Link data collection method to assessment question
- 14) Select appropriate data collection tools
- 15) Formulate an effective data collection and analysis plan that includes awareness of necessary resources and timeline

ANALYZING AND REPORTING

- 16) Understand factors that influence decisions regarding analysis and reporting of data
- 17) Employ various reporting styles and formats

INTERPRETING DATA FOR STAKEHOLDERS/LONG TERM PLANNING

- 18) Lead discussion about how to bring results back to the department and key stakeholders
- 19) Develop an assessment support network with other SA colleagues

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Office Location:

TBA (SAIRO is transitioning office space)