

**Assessment in Student Affairs**  
**Proposed Partnership between the Division of Student Affairs and the Office of Assessment**  
**For 2004**

A formal partnership between the Division of Student Affairs and the Office of Assessment will provide the necessary support to assist student affairs units in moving toward documenting their evidence-based decision-making process. Assessment helps us clearly define what we want students to know and assist us in providing evidence to gain the resources to continue to improve and grow along with our students. A formal partnership will provide student affairs with the resources necessary to fully engage in the assessment process, and more importantly infuse evidence-based decision-making into the divisional culture.

<b>Steps towards on-going assessment</b>	<b>Office of Assessment</b>	<b>Student Affairs Division/Units</b>
<p>Create a student affairs assessment steering committee made up of staff from the Division of Student Affairs</p> <ul style="list-style-type: none"> <li>◆ Set expectations</li> <li>◆ Set deadlines</li> <li>◆ Review plans and provide feedback to the unit</li> <li>◆ Initiate student affairs Division-wide objectives conversations</li> <li>◆ Discuss overlapping outcomes and appropriate means to assess these</li> <li>◆ Discuss rewards structure for participating in assessment</li> </ul>	<ul style="list-style-type: none"> <li>◆ A full time staff member would serve as a liaison to student affairs, facilitator and member of the committee, trainer, and consultant to the group.</li> <li>◆ Assist with assessment of Division outcomes, as appropriate (e.g. administer NSSE)</li> </ul>	<ul style="list-style-type: none"> <li>◆ Request volunteers to be members</li> <li>◆ Request a volunteer committee chair</li> <li>◆ Organize meeting times and sites</li> <li>◆ Communicate to student affairs units</li> <li>◆ Interpret Division assessment and make recommendations for improvement</li> <li>◆ Provide rewards structure for participating in assessment</li> </ul>
<p>Create on-going assessment plans for each unit</p>	<ul style="list-style-type: none"> <li>◆ Provide workshops, consultation, and resources as to how to create a plan, including objectives and outcomes</li> </ul>	<ul style="list-style-type: none"> <li>◆ Attend workshops</li> <li>◆ Department staff create plans and request assistance as needed</li> </ul>
<p>Adapt and develop instruments</p>	<ul style="list-style-type: none"> <li>◆ Provide workshops, consultation, and resources regarding possible data collection methods</li> <li>◆ Assist with researching available instruments</li> <li>◆ Provide feedback on instruments during development</li> </ul>	<ul style="list-style-type: none"> <li>◆ Attend workshops</li> <li>◆ Staff chooses instrument/creates instrument and requests assistance as needed</li> </ul>

Research design/Implementation	<ul style="list-style-type: none"> <li>◆ Consult on appropriate research design based on information</li> <li>◆ Consults on data collection strategies/management</li> </ul>	<ul style="list-style-type: none"> <li>◆ Staff chooses research design and requests assistance as needed</li> <li>◆ Staff implements instruments/collects data and requests assistance as needed</li> </ul>
Data analysis	<ul style="list-style-type: none"> <li>◆ Provide workshops, consultation and resources regarding data analysis</li> </ul>	<ul style="list-style-type: none"> <li>◆ Attend workshops</li> <li>◆ Perform data analysis and request assistance as needed</li> </ul>
Assessment Impact/Decision making	<ul style="list-style-type: none"> <li>◆ Provide workshops, consultation, and resources regarding how to document and use assessment data to make important decisions regarding the program and to show evidence of on-going improvement. (End-of the year reports, articles, web, compact, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>◆ Attend workshops</li> <li>◆ Use data to make decisions and document those decisions.</li> </ul>
Assessment Technology	<ul style="list-style-type: none"> <li>◆ Provide training and support for TracDat, SAS reporting, and Iwebfolio</li> <li>◆ Assist with assessment website design</li> </ul>	<ul style="list-style-type: none"> <li>◆ Attend training, if products are desired</li> <li>◆ Purchase licenses and updates, if products are desired</li> <li>◆ Purchase Iwebfolio, if products are desired</li> <li>◆ Data entry into TracDat, if products are desired</li> <li>◆ Post assessment plans, results, and decisions made to password protected website</li> </ul>
Other assessment resources	<ul style="list-style-type: none"> <li>◆ Provide other workshops or information on other resources as appropriate</li> <li>◆ Provide access to UGA Assessment library</li> <li>◆ Collaborate on national presentations and articles on assessment work</li> <li>◆ Provide information on assessment grants</li> <li>◆ Provide graduate student assistance through an independent study course in Adult and Community College Education</li> </ul>	<ul style="list-style-type: none"> <li>◆ Make requests for any special needs</li> <li>◆ Collaborate on national presentations and articles on assessment work</li> <li>◆ Apply for grants if desired</li> <li>◆ Request graduate student assistance-must be willing to serve as a project supervisor</li> </ul>