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# Assessment Plan by Department/Program Objectives

*North Carolina State University*

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**Department/Program Objective: 05SC - Student Conduct**

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**Department/Program: 05SC  
- Student Conduct**

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**Outcome:** Assessment Plan

**Outcome Description:** Staff in the Office of Student Conduct will create an on-going assessment process and evaluate the effectiveness of the evaluation methods through the review of final reports

**Track:** Stage 1-3

**Start Date:** 8/15/01

**End Date:**

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**Assessment Method:** Each year a process for assessment of specific outcomes will be implemented and observations regarding the process will be included in the final report.

Stage 1: External review: Use the standards from the CAS process and the program outcomes and ask people outside the department to review and rate each standard based on the materials provided by our office. Eight faculty, staff, and students will participate. They will be divided into teams of two and will be assigned sections of CAS and the program outcomes to review and rate based on materials provided by OSC.

Each team of two will present a report and those reports will be compiled into one large report by the staff member in OSC that is responsible for assessment. The staff will meet to review the recommendations and make decisions regarding how and when to follow -up on recommendations.

**Schedule:** This will occur every year.

**Feedback Loop:** The results will be used to ensure that OSC is meeting national standards and the OSC program outcomes. Recommendations for change should imply that a change will result in meetings these standards. OSC staff will prioritize the recommendations and set timelines for change.

**Assessment Evaluation:** During the recommendations review, decisions will be made as to how to alter the assessment process for the next time these outcomes are reviewed. Needed changes to the materials or processes will be documented in the final report and timelines will be set.

**Related Objectives:**

- Educate the community about The Code.
- Improve the credibility of the office in the eyes of the University community.
- Offer information about the system and our services to the community through our web site.
- Provide a fair and impartial case review process.
- Provide growth and development opportunities for student board members.
- Provide learning and reflective experiences for students found responsible for violating the Code.
- Provide support for professional growth and skill development for staff.
- Provide the necessary structure to support department goals.
- Reduce student misconduct through a variety of educational interventions.

- Support all constituents in the enforcement of The Code.

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**Outcome:** CAS Standards

**Outcome Description:** Staff in the Office of Student Conduct will meet the professional standards as determined by the CAS Judicial Program and Services Standards.

**Track:** Stage 1

**Start Date:** 8/15/01

**End Date:** 8/5/02

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**Assessment Method:** External review: Use the standards from the CAS process and the program outcomes and ask people outside the department to review and rate each standard based on the materials provided by our office. Eight faculty, staff, and students will participate. They will be divided into teams of two and will be assigned sections of CAS and the program outcomes to review and rate based on materials provided by OSC.

Each team of two will present a report and those reports will be compiled into one large report by the staff member in OSC that is responsible for assessment. The staff will meet to review the recommendations and make decisions regarding how and when to follow -up on recommendations.

**Schedule:** This stage will occur every three years. The prep work will occur in the fall, the evaluations in the early spring and the reports from the reviewers will be provided to OSC in late spring. OSC staff will review and prioritize as appropriate.

**Feedback Loop:** The results will be used to ensure that OSC is meeting national standards and the OSC program outcomes. Recommendations for change should imply that a change will result in meetings these standards. OSC staff will prioritize the recommendations and set timelines for change.

**Assessment Evaluation:** During the recommendations review, decisions will be made as to how to alter the assessment process for the next time these outcomes are reviewed. Needed changes to the materials or processes will be documented in the final report and timelines will be set.

**Related Objectives:**

- Improve the credibility of the office in the eyes of the University community.

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**Outcome:** Change behaviors

**Outcome Description:** Students that violate The Code will demonstrate a change in behaviors.

**Track:** Stage 3

**Start Date:** 5/5/03

**End Date:** 5/5/04

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**Assessment Method:** Statistics  
writing assignments  
interviews  
document analysis

**Schedule:** Year three of plan. Measurements will be taken in the fall 2003 for students that were seen in the spring 2003 and summer 2003. Measurements will be taken in the spring 2004 for the students seen in the fall 2003. A final report will be compiled during April and May and reviewed in June.

**Feedback Loop:** Results will be used to make adjustments to sanctions and record keeping as needed to improve student learning.

**Assessment Evaluation:** Tools and methods will be reviewed as the final reports are reviewed. This includes: Interview outlines, Note taking procedures, Rubrics, staff training on assessment

**Related Objectives:**

- Educate the community about The Code.
- Provide learning and reflective experiences for students found responsible for violating the Code.
- Reduce student misconduct through a variety of educational interventions.
- Support all constituents in the enforcement of The Code.

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**Outcome:** Collaborative Training

**Outcome Description:** As a function of the OSC's participation in a collaborative training, Deans, Department Heads, and Directors will demonstrate knowledge of the processes for handling student crises.

**Track:** Stage 3

**Start Date:** 5/5/03

**End Date:** 5/5/04

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**Assessment Method:** Interviews

**Schedule:** Year three of plan. Measurements will be taken in the fall 2003 for students that were seen in the spring 2003 and summer 2003. Measurements will be taken in the spring 2004 for the students seen in the fall 2003. A final report will be compiled during April and May and reviewed in June.

**Feedback Loop:** Results will be used to make adjustments to sanctions and record keeping as needed to improve student learning.

**Assessment Evaluation:** Tools and methods will be reviewed as the final reports are reviewed. This includes: Interview outlines, Note taking procedures, Rubrics, staff training on assessment

**Related Objectives:**

- Educate the community about The Code.
  - Improve the credibility of the office in the eyes of the University community.
  - Reduce student misconduct through a variety of educational interventions.
  - Support all constituents in the enforcement of The Code.
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**Outcome:** Decision-making skills

**Outcome Description:** Students that violate the Code will demonstrate improved decision-making skills.

**Track:** Stage 3

**Start Date:** 5/5/03

**End Date:** 5/5/04

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**Assessment Method:** Student Portfolios  
Document Analysis  
Writing Assignments  
Interviews

**Schedule:** Year three of plan. Measurements will be taken of the previous spring and summer during the fall 2003 and measurements of fall 2003 will be taken in the spring 2004. A final report will be compiled during the April and May and reviewed in June.

**Feedback Loop:** Results will be used to make adjustments to sanctions and record keeping as needed.

**Assessment Evaluation:** Tools and methods will be reviewed as the final reports are reviewed.

**Related Objectives:**

- Educate the community about The Code.
  - Improve the credibility of the office in the eyes of the University community.
  - Provide learning and reflective experiences for students found responsible for violating the Code.
  - Reduce student misconduct through a variety of educational interventions.
- 

**Outcome:** Educate-program outcome

**Outcome Description:** Staff in the Office of Student Conduct will educate the community on the Code of Student Conduct by presenting educational programs on all aspects of the Code, posting information in the classrooms on academic integrity and distributing brochures on programs and services, suspension, and hearings in the office.

**Track:** Stage 1

**Start Date:** 8/15/01

**End Date:** 8/5/02

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**Assessment Method:** External review: Use the standards from the CAS process and the program outcomes and ask people outside the department to review and rate each standard based on the materials provided by our office. Eight faculty, staff, and students will participate. They will be divided into teams of two and will be assigned sections of CAS and the program outcomes to review and rate based on materials provided by OSC.

Each team of two will present a report and those reports will be compiled into one large report by the staff member in OSC that is responsible for assessment. The staff will meet to review the recommendations and make decisions regarding how and when to follow-up on recommendations.

**Schedule:** This stage will occur every three years. The prep work will occur in the fall, the evaluations in the early spring and the reports from the reviewers will be provided to OSC in late spring. OSC staff will review and prioritize as appropriate.

**Feedback Loop:** The results will be used to ensure that OSC is meeting national standards and the OSC program outcomes. Recommendations for change should imply that a change will result in meetings these standards. OSC staff will prioritize the recommendations and set timelines for change.

**Assessment Evaluation:** During the recommendations review, decisions will be made as to how to alter the assessment process for the next time these outcomes are reviewed. Needed changes to the materials or processes will be documented in the final report and timelines will be set.

**Related Objectives:**

- Educate the community about The Code.
  - Improve the credibility of the office in the eyes of the University community.
  - Provide growth and development opportunities for student board members.
  - Reduce student misconduct through a variety of educational interventions.
  - Support all constituents in the enforcement of The Code.
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**Outcome:** Educational Programs -learning

**Outcome Description:** As a function of educational programs, students will demonstrate knowledge of the Code of Student Conduct.

**Track:** Stage 3

**Start Date:** 5/5/03

**End Date:** 5/5/04

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**Assessment Method:** Surveys  
Interviews  
Focus Groups

**Schedule:** Year three of plan. Measurements will be taken in the fall 2003 for students that were seen in the spring 2003 and summer 2003. Measurements will be taken in the spring 2004 for the students seen in the fall 2003. A final report will be compiled during April and May and reviewed in June.

**Feedback Loop:** Results will be used to make adjustments to sanctions and record keeping as needed to improve student learning.

**Assessment Evaluation:** Tools and methods will be reviewed as the final reports are reviewed. This includes: Interview outlines, Note taking procedures, Rubrics, staff training on assessment

**Related Objectives:**

- Educate the community about The Code.
  - Reduce student misconduct through a variety of educational interventions.
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**Outcome:** Enforcement

**Outcome Description:** Instructors will demonstrate knowledge of the procedures for resolving cases of academic dishonesty .

**Track:** Stage 3

**Start Date:** 8/15/03

**End Date:** 5/14/04

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**Assessment Method:** Judicial Statistics  
Document Analysis of Judicial files  
Surveys  
Interviews

**Schedule:** After the initial Stage 3, changes will be made on an ongoing basis.

**Feedback Loop:** Information will be used to improve presentations for maximum benefit to faculty.

**Assessment Evaluation:** Quantitative and qualitative methods of data analysis will be used to measure outcomes.

**Related Objectives:**

- Educate the community about The Code.
  - Improve the credibility of the office in the eyes of the University community.
  - Reduce student misconduct through a variety of educational interventions.
  - Support all constituents in the enforcement of The Code.
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**Outcome:** Impartial treatment

**Outcome Description:** As a function of judicial board training, student board member will demonstrate impartial treatment of student and staff that come before the board regardless of race, color, religion, creed, sex, national origin, age, disability, sexual orientation or veteran status, consistent with NC State's administrative regulations.

**Track:** Stage 3

**Start Date:** 5/5/03

**End Date:** 5/5/04

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**Assessment Method:** Judicial statistics  
Observations  
Interviews  
Document Analysis

**Schedule:** Year three of plan. Measurements will be taken in the fall 2003 for students that were seen in the spring 2003 and summer 2003. Measurements will be taken in the spring 2004 for the students seen in the fall 2003. A final report will be compiled during April and May and reviewed in June.

**Feedback Loop:** Results will be used to make adjustments to sanctions and record keeping as needed to improve student learning.

**Assessment Evaluation:** Tools and methods will be reviewed as the final reports are reviewed. This includes: Interview outlines, Note taking procedures, Rubrics, staff training on assessment

**Related Objectives:**

- Improve the credibility of the office in the eyes of the University community.
  - Provide a fair and impartial case review process.
  - Provide growth and development opportunities for student board members.
  - Support all constituents in the enforcement of The Code.
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**Outcome:** Implement New Ideas

**Outcome Description:** Staff in the Office of Student Conduct will gather and implement new ideas about educational interventions, both proactive and reactive, as a function of attendance at national conferences.

**Track:** Stage 1

**Start Date:** 8/15/01

**End Date:** 8/5/02

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**Assessment Method:** External review: Use the standards from the CAS process and the program outcomes and ask people outside the department to review and rate each standard based on the materials provided by our office. Eight faculty, staff, and students will participate. They will be divided into teams of two and will be assigned sections of CAS and the program outcomes to review and rate based on materials provided by OSC.

Each team of two will present a report and those reports will be compiled into one large report by the staff member in OSC that is responsible for assessment. The staff will meet to review the recommendations and make decisions regarding how and when to follow-up on recommendations.

**Schedule:** This stage will occur every three years. The prep work will occur in the fall, the evaluations in the early spring and the reports from the reviewers will be provided to OSC in late spring. OSC staff will review and prioritize as appropriate.

**Feedback Loop:** The results will be used to ensure that OSC is meeting national standards and the OSC program outcomes. Recommendations for change should imply that a change will result in meetings these standards. OSC staff will prioritize the recommendations and set timelines for change.

**Assessment Evaluation:** During the recommendations review, decisions will be made as to how to alter the assessment process for the next time these outcomes are reviewed. Needed changes to the materials or processes will be documented in the final report and timelines will be set.

**Related Objectives:**

- Improve the credibility of the office in the eyes of the University community.
- Provide support for professional growth and skill development for staff.
- Reduce student misconduct through a variety of educational interventions.
- Support all constituents in the enforcement of The Code.

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**Outcome:** Increase credibility

**Outcome Description:** Staff in the Office of Student Conduct will develop partnerships with other offices to increase our credibility with faculty, increase student, faculty and staff contact, and promote professional development of OSC staff.

**Track:** Stage 1

**Start Date:** 8/15/01

**End Date:** 8/5/02

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**Assessment Method:** External review: Use the standards from the CAS process and the program outcomes and ask people outside the department to review and rate each standard based on the materials provided by our office. Eight faculty, staff, and students will participate. They will be divided into teams of two and will be assigned sections of CAS and the program outcomes to review and rate based on materials provided by OSC.

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**Schedule:** This stage will occur every three years. The prep work will occur in the fall, the evaluations in the early spring and the reports from the reviewers will be provided to OSC in late spring. OSC staff will review and prioritize as appropriate.

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**Assessment Evaluation:** During the recommendations review, decisions will be made as to how to alter the assessment process for the next time these outcomes are reviewed. Needed changes to the materials or processes will be documented in the final report and timelines will be set.

**Related Objectives:**

- Educate the community about The Code.
- Improve the credibility of the office in the eyes of the University community.
- Provide support for professional growth and skill development for staff.

- Reduce student misconduct through a variety of educational interventions.

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**Outcome:** Inform parents

**Outcome Description:** Staff in the Office of Student Conduct will inform parents of certain behavior problems, request their involvement, and reinforce behavior change.

**Track:** Stage 1

**Start Date:** 8/15/01

**End Date:** 8/5/02

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**Assessment Method:** External review: Use the standards from the CAS process and the program outcomes and ask people outside the department to review and rate each standard based on the materials provided by our office. Eight faculty, staff, and students will participate. They will be divided into teams of two and will be assigned sections of CAS and the program outcomes to review and rate based on materials provided by OSC.

Each team of two will present a report and those reports will be compiled into one large report by the staff member in OSC that is responsible for assessment. The staff will meet to review the recommendations and make decisions regarding how and when to follow-up on recommendations.

**Schedule:** This stage will occur every three years. The prep work will occur in the fall, the evaluations in the early spring and the reports from the reviewers will be provided to OSC in late spring. OSC staff will review and prioritize as appropriate.

**Feedback Loop:** The results will be used to ensure that OSC is meeting national standards and the OSC program outcomes. Recommendations for change should imply that a change will result in meetings these standards. OSC staff will prioritize the recommendations and set timelines for change.

**Assessment Evaluation:** During the recommendations review, decisions will be made as to how to alter the assessment process for the next time these outcomes are reviewed. Needed changes to the materials or processes will be documented in the final report and timelines will be set.

**Related Objectives:**

- Educate the community about The Code.
  - Reduce student misconduct through a variety of educational interventions.
  - Support all constituents in the enforcement of The Code.
- 

**Outcome:** Insight

**Outcome Description:** Students that violate the Code will demonstrate insight into how their behavior effects all aspects of their life.

**Track:** Stage 3

**Start Date :** 5/15/03

**End Date:** 5/14/04

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**Assessment Method:** Student portfolios  
Writing assignments  
Document Analysis  
Interviews

**Schedule:** Year three of plan. Measurements will be taken in the fall 2003 for students that were seen in the spring 2003 and summer 2003. Measurements will be taken in the spring 2004 for the students seen in the fall 2003. A final report will be compiled during April and May and reviewed in June.

**Feedback Loop:** Results will be used to make adjustments to sanctions and record keeping as needed to improve student learning.

**Assessment Evaluation:** Tools and methods will be reviewed as the final reports are reviewed. This includes: Interview outlines, Note taking procedures, Rubrics, staff training on assessment

**Related Objectives:**

- Educate the community about The Code.
- Provide learning and reflective experiences for students found responsible for violating the

Code.

- Reduce student misconduct through a variety of educational interventions.

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**Outcome:** Involvement with judicial system

**Outcome Description:** As a function of their involvement with the judicial system, Student Board Members, Assistants, and the Student Chief Justice will demonstrate increased critical thinking skills.

**Track:** Stage 3

**Start Date:** 5/5/03

**End Date:** 5/5/04

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**Assessment Method:** Pre-Post Test  
Observations

**Schedule:** Year three of plan. Measurements will be taken in the fall 2003 for students that were seen in the spring 2003 and summer 2003. Measurements will be taken in the spring 2004 for the students seen in the fall 2003. A final report will be compiled during April and May and reviewed in June.

**Feedback Loop:** Results will be used to make adjustments to sanctions and record keeping as needed to improve student learning.

**Assessment Evaluation:** Tools and methods will be reviewed as the final reports are reviewed. This includes: Interview outlines, Note taking procedures, Rubrics, staff training on assessment

**Related Objectives:**

- Educate the community about The Code.
  - Provide growth and development opportunities for student board members.
  - Support all constituents in the enforcement of The Code.
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**Outcome:** Leadership

**Outcome Description:** As a function of their involvement with the judicial system, Student Judicial Assistants and the Student Chief Justice will demonstrate increased leadership skills

**Track:** Stage 3

**Start Date:** 5/5/03

**End Date:** 5/5/04

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**Assessment Method:** Student Portfolios  
Observations

**Schedule:** Year three of plan. Measurements will be taken in the fall 2003 for students that were seen in the spring 2003 and summer 2003. Measurements will be taken in the spring 2004 for the students seen in the fall 2003. A final report will be compiled during April and May and reviewed in June.

**Feedback Loop:** Results will be used to make adjustments to sanctions and record keeping as needed to improve student learning.

**Assessment Evaluation:** Tools and methods will be reviewed as the final reports are reviewed. This includes: Interview outlines, Note taking procedures, Rubrics, staff training on assessment

**Related Objectives:**

- Provide growth and development opportunities for student board members.
  - Support all constituents in the enforcement of The Code.
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**Outcome:** Meet needs

**Outcome Description:** Staff in the Office of Student Conduct will meet the needs of various University constituents.

**Track:** Stage 2

**Start Date:** 8/15/01

**End Date:** 8/5/02

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**Assessment Method:** Develop and implement surveys to determine if OSC is meeting the needs of various constituents. Greek Life, University Housing, Counseling Center, Students, Board members, faculty that have turned in violations, Campus Police

Interviews: Housing, Greek Life, R&R, Financial Aid, Legal Affairs, Graduate School, Provost Office, Vice Chancellor's Office

Look at other documents that may indicate that we meet student, faculty, and staff needs.

**Schedule:** This will occur in the second year of the plan. Surveys will be developed in early fall and sent out in October. Data will be entered and analyzed in early spring and reports will be generated by March.

Interview protocol will be developed in early spring and implemented in March.

**Feedback Loop:** The results of the surveys will be used to ensure that we are meeting our constituents needs. We will use the recommendations from the final report to make changes in our practice, when necessary, to meet those (appropriate) needs that are not being met.

**Assessment Evaluation:** Based on the feedback provided in the surveys and the information in the final report, the surveys may be altered for the next time this stage of the plan is conducted. In addition we may add interviews or other methods of measurement.

**Related Objectives:**

- Educate the community about The Code.
- Improve the credibility of the office in the eyes of the University community.
- Offer information about the system and our services to the community through our web site.
- Provide a fair and impartial case review process.
- Provide growth and development opportunities for student board members.
- Provide the necessary structure to support department goals.
- Support all constituents in the enforcement of The Code.

**Outcome:** Offer Information

**Outcome Description:** Staff in the Office of Student Conduct will offer information about services, the Code, and procedures through our web page.

**Track:** Stage 1

**Start Date:** 8/15/01

**End Date:** 8/5/02

**Assessment Method:** External review: Use the standards from the CAS process and the program outcomes and ask people outside the department to review and rate each standard based on the materials provided by our office. Eight faculty, staff, and students will participate. They will be divided into teams of two and will be assigned sections of CAS and the program outcomes to review and rate based on materials provided by OSC.

Each team of two will present a report and those reports will be compiled into one large report by the staff member in OSC that is responsible for assessment. The staff will meet to review the recommendations and make decisions regarding how and when to follow - up on recommendations.

**Schedule:** This stage will occur every three years. The prep work will occur in the fall, the evaluations in the early spring and the reports from the reviewers will be provided to OSC in late spring. OSC staff will review and prioritize as appropriate.

**Feedback Loop:** The results will be used to ensure that OSC is meeting national standards and the OSC program outcomes. Recommendations for change should imply that a change will result in meetings these standards. OSC staff will prioritize the recommendations and set timelines for change.

**Assessment Evaluation:** During the recommendations review, decisions will be made as to how to alter the assessment process for the next time these outcomes are reviewed. Needed changes to the materials or processes will be documented in the final report and timelines will be set.

**Related Objectives:**

- Educate the community about The Code.
- Improve the credibility of the office in the eyes of the University community.

- Offer information about the system and our services to the community through our web site.
- Support all constituents in the enforcement of The Code.

**Outcome:** Staff and Equipment

**Outcome Description:** Staff in the Office of Student Conduct will ensure that the necessary staff and equipment are provided to meet goals and outcomes.

**Track:** Stage 1

**Start Date:** 8/15/01

**End Date:** 8/5/02

**Assessment Method:** External review: Use the standards from the CAS process and the program outcomes and ask people outside the department to review and rate each standard based on the materials provided by our office. Eight faculty, staff, and students will participate. They will be divided into teams of two and will be assigned sections of CAS and the program outcomes to review and rate based on materials provided by OSC.

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**Assessment Evaluation:** During the recommendations review, decisions will be made as to how to alter the assessment process for the next time these outcomes are reviewed. Needed changes to the materials or processes will be documented in the final report and timelines will be set.

**Related Objectives:**

- Provide support for professional growth and skill development for staff.
- Provide the necessary structure to support department goals.

**Outcome:** Training

**Outcome Description:** As a function of the OSC's training, the appropriate University staff will demonstrate knowledge of the Code of Student Conduct.

**Track:** Stage 3

**Start Date:** 5/5/03

**End Date:** 5/5/04

**Assessment Method:** Judicial Statistics  
document analysis  
surveys  
interviews  
focus groups

**Schedule:** Year three of plan. Measurements will be taken in the fall 2003 for students that were seen in the spring 2003 and summer 2003. Measurements will be taken in the spring 2004 for the students seen in the fall 2003. A final report will be compiled during April and May and reviewed in June.

**Feedback Loop:** Results will be used to make adjustments to sanctions and record keeping as needed to improve student learning.

**Assessment Evaluation:** Tools and methods will be reviewed as the final reports are reviewed. This includes: Interview outlines, Note taking procedures, Rubrics, staff training on assessment

**Related Objectives:**

- Educate the community about The Code.

- Improve the credibility of the office in the eyes of the University community.
- Support all constituents in the enforcement of The Code.

<b>Department/Program Objective: 31UGA_A - Assessment</b>
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**Department/Program: 05SC  
- Student Conduct**

**Outcome:** Assessment Plan

**Outcome Description:** Staff in the Office of Student Conduct will create an on-going assessment process and evaluate the effectiveness of the evaluation methods through the review of final reports

**Track:** Stage 1-3

**Start Date:** 8/15/01

**End Date:**

**Assessment Method:** Each year a process for assessment of specific outcomes will be implemented and observations regarding the process will be included in the final report.

Stage 1: External review: Use the standards from the CAS process and the program outcomes and ask people outside the department to review and rate each standard based on the materials provided by our office. Eight faculty, staff, and students will participate. They will be divided into teams of two and will be assigned sections of CAS and the program outcomes to review and rate based on materials provided by OSC.

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**Related Objectives:**

- UGA\_A - Assist in meeting accreditation requirements, models of best practices, and national benchmarks

**Outcome:** Insight

**Outcome Description:** Students that violate the Code will demonstrate insight into how their behavior effects all aspects of their life.

**Track:** Stage 3

**Start Date:** 5/15/03

**End Date:** 5/14/04

**Assessment Method:** Student portfolios  
Writing assignments  
Document Analysis  
Interviews

**Schedule:** Year three of plan. Measurements will be taken in the fall 2003 for students that were seen in the spring 2003 and summer 2003. Measurements will be taken in the spring 2004 for the students seen in the fall 2003. A final report will be compiled during April and May and reviewed in June.

**Feedback:** Results will be used to make adjustments to sanctions and record keeping as needed to

**Loop:** improve student learning.

**Assessment** Tools and methods will be reviewed as the final reports are reviewed. This includes: Interview  
**Evaluation:** outlines, Note taking procedures, Rubrics, staff training on assessment

**Related  
Objectives:**

- UGA\_A - Inform planning

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