

Unit Assessment Executive Report 2019

IE Review of Unit Assessment.2019

May 20, 2019 11:22 AM MDT

Executive Report on GCU Unit Assessment Reports - January 2019

Review by IE Committee and Office of Institutional Assessment and Accreditation

Spring 2019

Reviewer Last Name	Reviewer First Name	Name of Unit ▼	Name of Person completing report (Last, First)
Briles	Timothy	Academic Development and Support Center (ADSC)	Fahr, Luana
Gross	Michael	Accounts Payable	Ryan-Hoffman, Maureen
Gross	Michael	Admissions	Brunson, Tiesha
Briles	Timothy	Admissions Operations & Technology	Tracey Howard-Ubelhoer
Arndt	Wayne	Athletics	Liesman, Laura
Thiel	Janet	Campus Ministry	Schaffer, Jeffrey
Jennings	Amani	Campus Safety	Zambrano, Thomas
Thiel	Janet	Career Services	O'Callaghan, Ceceilia
Briles	Timothy	Chart the Course (CTC)	DeNise, Ana Patricia
Thiel	Janet	Counseling Center	Solbach, Robin
Arndt	Wayne	Division of Student Affairs	Jennings, Amani
Gross	Michael	EMPOWER	Cartlidge, Aileen
Jennings	Amani	Facilities	Putnam, Michael
Briles	Timothy	Finance	Maureen Ryan-Hoffman
Arndt	Wayne	GAAGL	Gross, Michael
Briles	Tim	Graduate and Professional Studies Admissions	Patrick Givens

Reviewer Last Name	Reviewer First Name	Name of Unit ▼	Name of Person completing report (Last, First)
Gross	Michael	Health Services	Solbach, Robin
Jennings	Amani	Human Resources	Carol, Steve
Thiel	Janet	Institutional Advancement	Beuka, Erin
Jennings	Amani	Mailroom	Ryan-Hoffman, Maureen
Jennings	Amani	Marketing & Communication	Townes, Gail
iE Committee	N/A	Office of Institutional Assessment and Accreditation	Janet Thiel, OSF , PhD
Thiel	Janet	Office of Student Life	McCarron, Erin
Gross	Michael	Payroll	Ryan-Hoffman, Maureen
Jennings	Amani	Purchasing	Parlacoski, Julie
Briles	Timothy	Registrar	Corinne Mitchell
Thiel	Janet	Residence Life	Abdalla, Stephanie
Arndt	Wayne	Student Success & Advocacy	Johnson, Marques
Briles	Timothy	TRIO - Student Support Services	Lamb, Danielle Staten
Gross	Michael	University Honors Program	Hausmann, Jessica

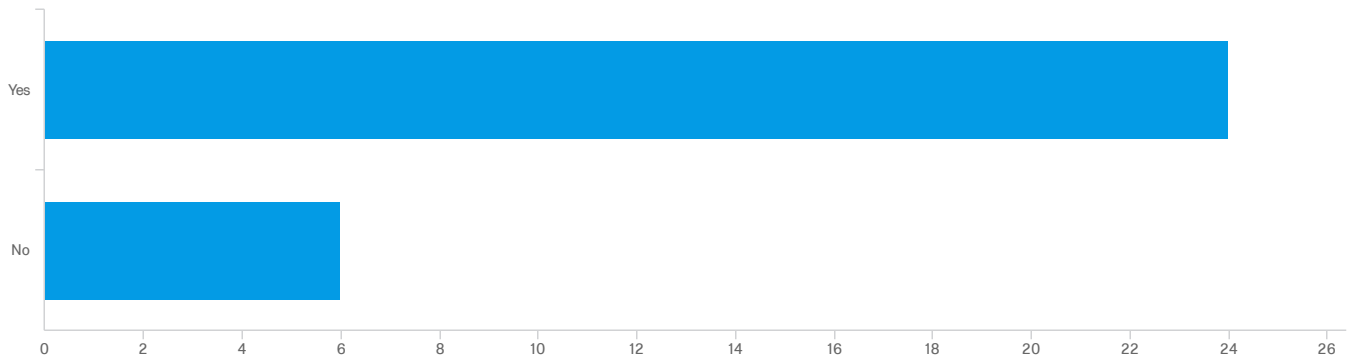
Q3 - State the Goal selected for the Unit Assessment Report.

State the Goal selected for the Unit Assessment Report.	Is the stated goal the same as the one on the unit assessment plan?	If the goal differed, give an explanation.	Name of Unit ▼
Goal 2:ADSC will provide adequate services related to student learning support services offered within this location.	No	Plan was different, included multiple departments. Streamlined plan is being developed for this Unit	Academic Development and Support Center (ADSC)
Maximize revenue from AMEX rebate program	Yes	N/A	Accounts Payable
Write strategically effective communication to increase enrollment.	Yes	N/A	Admissions
Create process and procedure manual for admissions applications in Slate and PowerCampus	Yes	N/A	Admissions Operations & Technology
Goal 3 Develop high quality and holistic programs with an emphasis on competitive excellence.	Yes	N/A	Athletics
The office of campus ministry will expand opportunities for students to engage with social justice issues.	Yes	N/A	Campus Ministry
Safety of students and staff providing protection to them during studies, residency and employment.	Yes	N/A	Campus Safety
Advance student awareness of Career Services as a resource for on-campus, internship and post-graduation employment opportunities and completing service learning agreements.	Yes	N/A	Career Services
Students enrolled in CTC will retain at a higher rate than students who did not enroll in CTC	Yes	N/A	Chart the Course (CTC)
To act as a resource to the university community by offering consultation and support services on an as-needed basis to faculty, staff and administration.	Yes	N/A	Counseling Center
Goal 1 Focus divisional efforts to better reflect current GCU student population.	Yes	N/A	Division of Student Affairs
80% of incoming freshman students will participate in and complete Not Anymore, online training.	Yes	N/A	EMPOWER

State the Goal selected for the Unit Assessment Report.	Is the stated goal the same as the one on the unit assessment plan?	If the goal differed, give an explanation.	Name of Unit ▼
Complete Facilities Condition Assessment. Prioritize and evaluate recommended actions in coordination with development of the Facilities Master Plan for effective facilities usage and occupation to support the Strategic Plan and Vision	Yes	N/A	Facilities
Goal 2: Prepare and complete preliminary and final audit fieldwork to produce timely audited financials for internal needs and external requirements.	Yes	N/A	Finance
Goal 1. Ensuring that GCU students are able to satisfy their degree requirements.	Yes	N/A	GAAGL
Goal 1 Increase enrollment through partnerships and launching of new programs Increase graduate enrollment through partnerships	Yes	N/A	Graduate and Professional Studies Admissions
Provide exceptional clinical and health counseling services that encompass health promotion, prevention and treatment of acute and/or chronic medical conditions that support a diverse population.	Yes	N/A	Health Services
IT, in cooperation with Marketing and Communications, will produce an internal communication service, called "Inside GCU," for news, information, and communication for internal university audiences.	Yes	N/A	Human Resources
Successfully complete an advancement reorganization resulting in increased contribution revenue and participation in giving.	Yes	N/A	Institutional Advancement
Maximize bulk mailing discounts available to decrease postage costs.	Yes	N/A	Mailroom
Strengthen institutional recognition and the GCU brand—externally and internally—via measurable marketing and communication activities that (a) align with institutional priorities and (b) drive reach, action, conversion, and engagement among GCU's target audiences.	Yes	N/A	Marketing & Communication
Goal1. The Office of Institutional Assessment and Accreditation (OIAA) will implement the University Assessment Plan with participation rate at or above 85% fro among the university units.	Yes	N/A	Office of Institutional Assessment and Accreditation
Increase participation in both Emerging Leaders and WILD, while creating a co-curriculum tha tincreased the students leadership and critical thinking skills.	Yes	N/A	Office of Student Life

State the Goal selected for the Unit Assessment Report.	Is the stated goal the same as the one on the unit assessment plan?	If the goal differed, give an explanation.	Name of Unit ▼
WFN Upgrade - Phase II Explore Time and Attendance for student workers and hourly staff.	Yes	N/A	Payroll
Building a strategic relationship with suppliers. The aim of strategic purchasing is to achieve cost reductions while maintaining or improving the quality of supplies	Yes	N/A	Purchasing
The Office of the Registrar (the Office) will cross-train a selected member of the Office staff as well as two Transfer Counselors within the Office of Admissions on transfer course evaluations. A long-term plan for conducting evaluations will be determined.	Yes	N/A	Registrar
To promote and support academic success, social responsibility, character development, and personal growth through successful interactions with students and development and implementation of programs supportive of these goals.	Yes	N/A	Residence Life
Student Success and Advocacy will provide students with the support and resources to minimize the impact of stress on academic and personal issues that may create hardships and interfere with successful completion of their degree at Georgian Court University.	Yes	N/A	Student Success & Advocacy
Goal 1: Provide 160 program participants with necessary academic support so that 80% will obtain and/or maintain good academic standing.	Yes	N/A	TRIO - Student Support Services
Upon review of academic records, 90% of honors students are meeting requirements of enrollment in EN221, honors GEN400, and at least one honors by contract course.	No	The benchmark was presented, not the goal. The goal should be "to give all students an opportunity to engage in rigorous learning opportunities grounded in academic and/or field research that are self-directed, but with guidance from faculty members."	University Honors Program

Q6 - Are the stated outcomes for the goal the same as in the plan?



#	Field	Choice Count
1	Yes	80.00% 24
2	No	20.00% 6

30

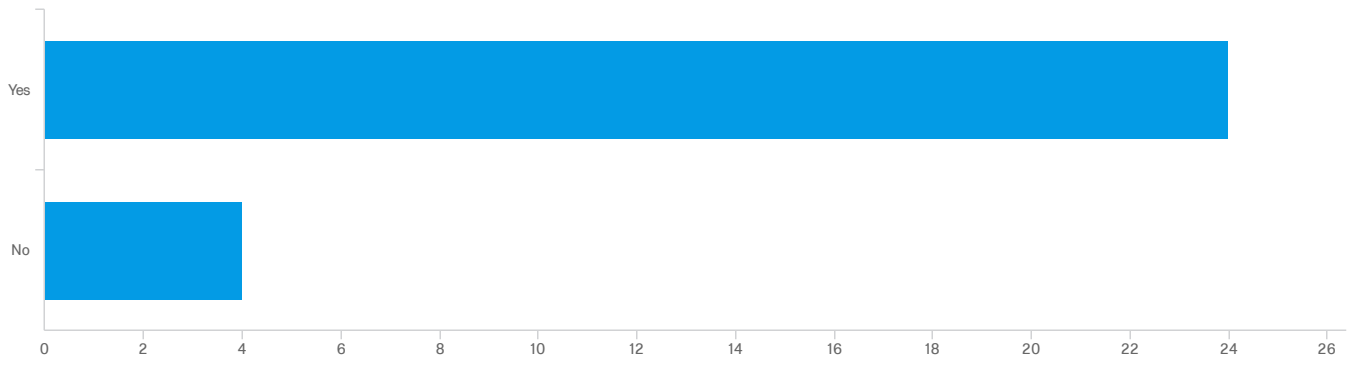
Showing rows 1 - 3 of 3

Q7 - If the outcomes differed, give an explanation.

If the outcomes differed, give an explanation.	Name of Unit ▼
Plan was different, included multiple departments. Streamlined plan is being developed for this Unit	Academic Development and Support Center (ADSC)
N/A	Accounts Payable
N/A	Admissions
N/A	Admissions Operations & Technology
N/A	Athletics
N/A	Campus Ministry
N/A	Campus Safety
N/A	Career Services
There was no outcome mentioned in the assessment plan. In the Assessment report - the goal and the outcome were the same thing	Chart the Course (CTC)
N/A	Counseling Center
N/A	Division of Student Affairs
Plan had two outcomes. Report has same first outcome as plan. Plan's second outcome is probably not appropriate anyway.	EMPOWER
N/A	Facilities
N/A	Finance
N/A	GAAGL
N/A	Graduate and Professional Studies Admissions
N/A	Health Services

If the outcomes differed, give an explanation.	Name of Unit ▼
N/A	Human Resources
N/A	Institutional Advancement
The plan identifies the following as the outcome for this goal: "IF can avail GCU to bulk discounts, would quantify an estimated % savings once can perform analysis." The report states the following for outcome: "data collection for one year gathered, identify department mailing that can avail themselves to bulk discount, savings and or %"	Mailroom
N/A	Marketing & Communication
N/A	Office of Institutional Assessment and Accreditation
N/A	Office of Student Life
N/A	Payroll
N/A	Purchasing
N/A	Registrar
N/A	Residence Life
Outcomes were missing from the plan, which had a different author.	Student Success & Advocacy
N/A	TRIO - Student Support Services
The benchmark was listed, not the outcome. There isn't an outcome listed in the plan.	University Honors Program

Q8 - Are the alignments with the Strategic Compass the same as on the plan?



#	Field	Choice Count
1	Yes	85.71% 24
2	No	14.29% 4

28

Showing rows 1 - 3 of 3

Q9 - If there is a difference between the plan and the report alignment, please explain.

If there is a difference between the plan and the report alignment, please...	Name of Unit ▼
N/A	Academic Development and Support Center (ADSC)
N/A	Accounts Payable
The report added Compass Point 2 to Compass Points 1 and 3.	Admissions
N/A	Admissions Operations & Technology
N/A	Athletics
N/A	Campus Ministry
N/A	Campus Safety
Included alignment with SC Goal 2 in addition to SC Goal 1. More appropriate for SC Goal 2, Objective 2.4. No specific objective was identified as a match for SC Goal1.	Career Services
N/A	Chart the Course (CTC)
N/A	Counseling Center
N/A	Division of Student Affairs
Plan listed alignment with 1, Report lists alignment with 1, 2 and 4.	EMPOWER
N/A	Facilities
N/A	Finance
N/A	GAAGL
N/A	Graduate and Professional Studies Admissions
Plan aligns Goal with Compass Point 1, Report with Compass Point 2.	Health Services
N/A	Human Resources
N/A	Institutional Advancement
N/A	Mailroom
N/A	Marketing & Communication

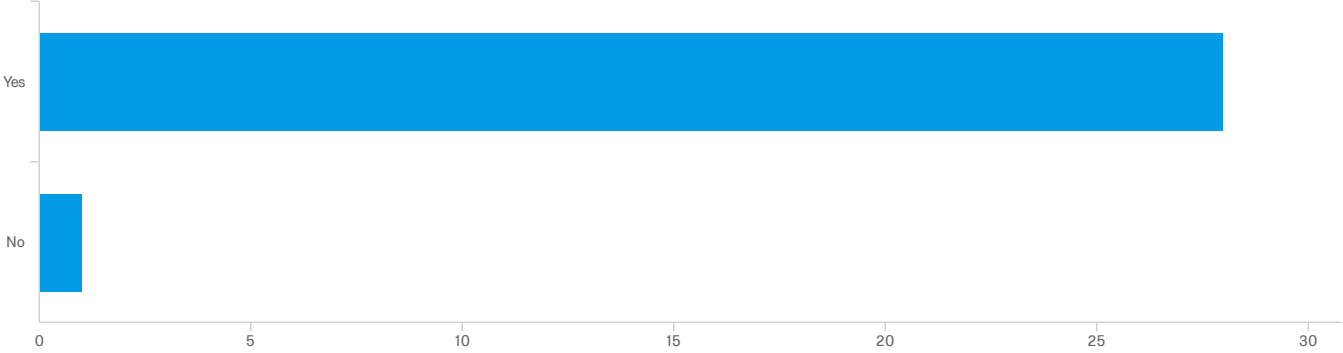
If there is a difference between the plan and the report alignment, please...

Name of Unit



N/A	Office of Institutional Assessment and Accreditation
N/A	Office of Student Life
N/A	Payroll
N/A	Purchasing
N/A	Registrar
N/A	Residence Life
N/A	Student Success & Advocacy
N/A	TRIO - Student Support Services
N/A	University Honors Program

Q10 - Do the stated alignments of the report's goal and the Strategic Compass seem appropriate?



#	Field	Choice	Count
1	Yes	96.55%	28
2	No	3.45%	1

29

Showing rows 1 - 3 of 3

Q11 - If the Strategic Compass alignments do not seem to be a good fit, please explain.

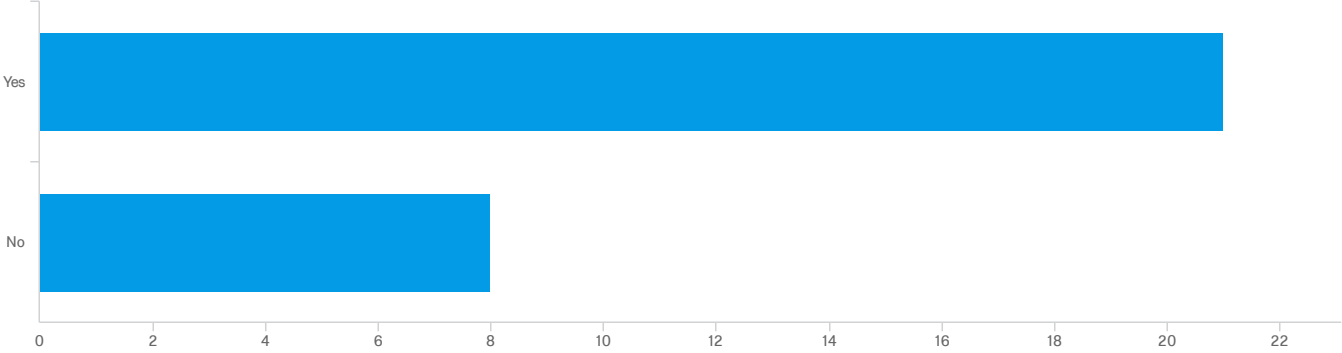
If the Strategic Compass alignments do not seem to be a good fit, please ex...	Name of Unit ▼
N/A	Academic Development and Support Center (ADSC)
N/A	Accounts Payable
N/A	Admissions
N/A	Admissions Operations & Technology
N/A	Athletics
N/A	Campus Ministry
N/A	Campus Safety
N/A	Career Services
N/A	Chart the Course (CTC)
N/A	Counseling Center
N/A	Division of Student Affairs
1 and 2 seem to fit, 4 does not. Not clear how goal is aligned with 4.1, which is collaborative financial strategy for next 3 years.	EMPOWER
N/A	Facilities
N/A	Finance
N/A	GAAGL
N/A	Graduate and Professional Studies Admissions
N/A	Health Services
N/A	Human Resources
N/A	Institutional Advancement
N/A	Mailroom
N/A	Marketing & Communication

If the Strategic Compass alignments do not seem to be a good fit, please ex...

Name of Unit
▼

N/A	Office of Institutional Assessment and Accreditation
N/A	Office of Student Life
N/A	Payroll
N/A	Purchasing
N/A	Registrar
N/A	Residence Life
N/A	Student Success & Advocacy
N/A	TRIO - Student Support Services
N/A	University Honors Program

Q12 - Are the metrics used to evaluate the data from the stated goal the same as in the plan?



#	Field	Choice Count
1	Yes	72.41% 21
2	No	27.59% 8

29

Showing rows 1 - 3 of 3

Q13 - Please explain any differences in the plan's metrics and the report's metrics.

Please explain any differences in the plan's metrics and the report's metri...	Name of Unit ▼
N/A	Academic Development and Support Center (ADSC)
N/A	Accounts Payable
N/A	Admissions
From Assessment Plan - Completed process and procedure manual that outlines processing of applications in Slate and PowerCampus. Measure the time it takes to process an application at points within applicant cycle – import or data entry of application, movement within Reader Bin to decision. From Assessment Report - Completed process manual the defines the the process and procedures for work completed in Slate and PowerCampus. In the plan it talks about time - in the report, nothing on time is mentioned	Admissions Operations & Technology
N/A	Athletics
N/A	Campus Ministry
Metrics in the report are a bit more descriptive. For example, the report lists, "officer and shift logs, daily reports, communications and quarterly summary of reports processed, summarized into an annual report." The plan lists only the following: Comparison of ASR's monthly, quarterly and annual reports.	Campus Safety
N/A	Career Services
N/A	Chart the Course (CTC)
N/A	Counseling Center
N/A	Division of Student Affairs
N/A	EMPOWER
The unit plan identified three metrics to be used: Completion of FCA, Development of Master Plan, Project(s) initiated and completed. Comparatively, the unit report updated this metric stating, "None - Master Planning to begin February 2019. Facilities Condition Assessment completed." The stated goal in the unit plan has been completed.	Facilities
N/A	Finance
N/A	GAAGL

Please explain any differences in the plan's metrics and the report's metri...	Name of Unit ▼
N/A	Graduate and Professional Studies Admissions
There were more plan metrics than report metrics, but all the report metrics are also in the plan metrics. There were probably too many plan metrics (not all the plan metrics had benchmarks and were thus problematic) so the reduced number in the report is appropriate.	Health Services
N/A	Human Resources
N/A	Institutional Advancement
Metrics identified in the plan are, "IF can take advantage of some bulk mail discounts, analyze cost savings." Metrics identified in the report are, "N/A."	Mailroom
N/A	Marketing & Communication
N/A	Office of Institutional Assessment and Accreditation
Plan: Efficiency of services, cost analysis, and focus groups. Questionnaires/Surveys Report: Data collection on participation, Survey/ focus groups	Office of Student Life
N/A	Payroll
N/A	Purchasing
<p>From Assessment Report For Outcome 1 Hands-on training by the Office was conducted and check-ins completed verbally along the way. Step-by-step training with selected staff which including discussion of courses not acceptable in transfer and key transfer policies (e.g. course must have a grade of "C" or better). Copies also provided from the Undergraduate Catalog of key components of evaluations such as the Bridge General Education Program (UG 2018-2019 catalog pg. 30-33 and the Table of Courses Accepted in Transfer (UG 2018-2019 catalog pg. 18-20). For Outcome 2 The Office (in this case the Interim Assistant Registrar) reviewed progress charts completed by Office of Admission transfer counselor staff for accuracy, looking for information such as correct course placement, courses taken or not taken in transfer, waiving students out of correct requirements, etc. For Outcome 3 Based on review in Outcome 2, it was apparent that additional large scale training was not needed to successfully complete progress charts for the targeted transfer population the Office of Admission transfer counselor staff had been tasked to work on. For Outcome 4 Reports run by Office of Admission transfer counselor staff indicating the next group of most requested majors, individual knowledge by Office of Admissions transfer counselor staff of students interested in an immediate evaluation. For Outcome 5 Assessment for Outcome 5 not conducted From Plan Year 1: Staff undergoing training will be able to complete a progress chart for incoming transfer students from a NJ 2-year college with less than 10% errors. A process plan will be in place for future term processing. Year 2: Staff undergoing training will be able to conduct course placement for applicants who have attended a 4-year institution or multiple schools. Assessment of current processing plan to ensure timely turn-around of progress charts for applicant files. Year 3: Staff undergoing training will be able to complete a progress chart from a variety and number of institutions with less than 10% errors. Process plan adjusted as needed based on previous year's assessment.</p>	Registrar
Report: Student Life Satisfaction Survey, Internal documentation, programming model structure Plan: RL student focus groups, RA program expectation evaluation, Coordinator of Res Life for Programs and Community Development - program expectation evaluation, event attendance reports, attendance and cost analysis, RL student satisfaction surveys	Residence Life

Please explain any differences in the plan's metrics and the report's metri...

Name of Unit



N/A

Student
Success &
Advocacy

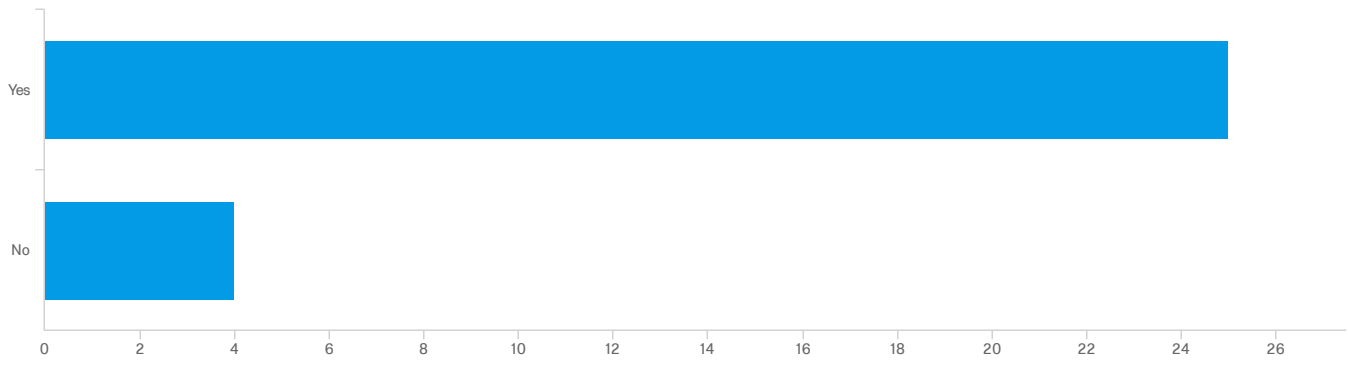
N/A

TRIO - Student
Support
Services

N/A

University
Honors
Program

Q14 - Does the given data match the metrics?



#	Field	Choice Count
1	Yes	86.21% 25
2	No	13.79% 4

29

Showing rows 1 - 3 of 3

Q20 - Please explain any differences in expected data and stated data.

Please explain any differences in expected data and stated data.	Name of Unit ▼
N/A	Academic Development and Support Center (ADSC)
N/A	Accounts Payable
N/A	Admissions
The one metric is met (whether or not the manual was completed - it was) In the plan it talks about time to process an application - there is no mention of that in the data	Admissions Operations & Technology
N/A	Athletics
N/A	Campus Ministry
N/A	Campus Safety
N/A	Career Services
N/A	Chart the Course (CTC)
N/A	Counseling Center
N/A	Division of Student Affairs
N/A	EMPOWER
N/A	Facilities
N/A	Finance
N/A	GAAGL
There are no data here. The idea of this question is to summarize what the data are telling you - What programs and modalities were of interest to the adult student?	Graduate and Professional Studies Admissions
N/A	Health Services
N/A	Human Resources
N/A	Institutional Advancement
The outcome given in the report reads, "in progress."	Mailroom
N/A	Marketing & Communication

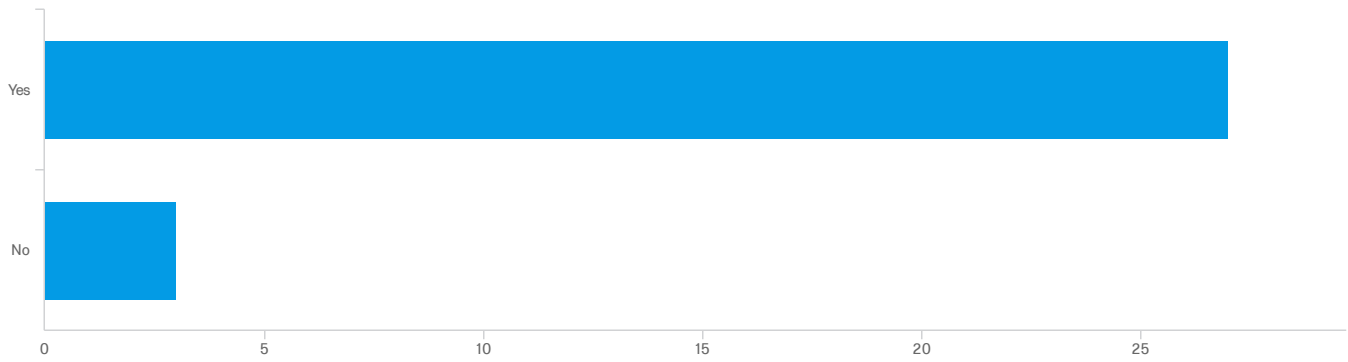
Please explain any differences in expected data and stated data.

Name of Unit



N/A	Office of Institutional Assessment and Accreditation
N/A	Office of Student Life
N/A	Payroll
N/A	Purchasing
Q18 - In outcome 1 results -said staff "was most comfortable" with dealing students from 2 yr county colleges. This is not linked to the metrics from Q17	Registrar
N/A	Residence Life
N/A	Student Success & Advocacy
N/A	TRIO - Student Support Services
N/A	University Honors Program

Q15 - Do you consider the outcomes data valid?



#	Field	Choice	Count
1	Yes	90.00%	27
2	No	10.00%	3

30

Showing rows 1 - 3 of 3

Q21 - Please explain why the outcomes data isn't valid.

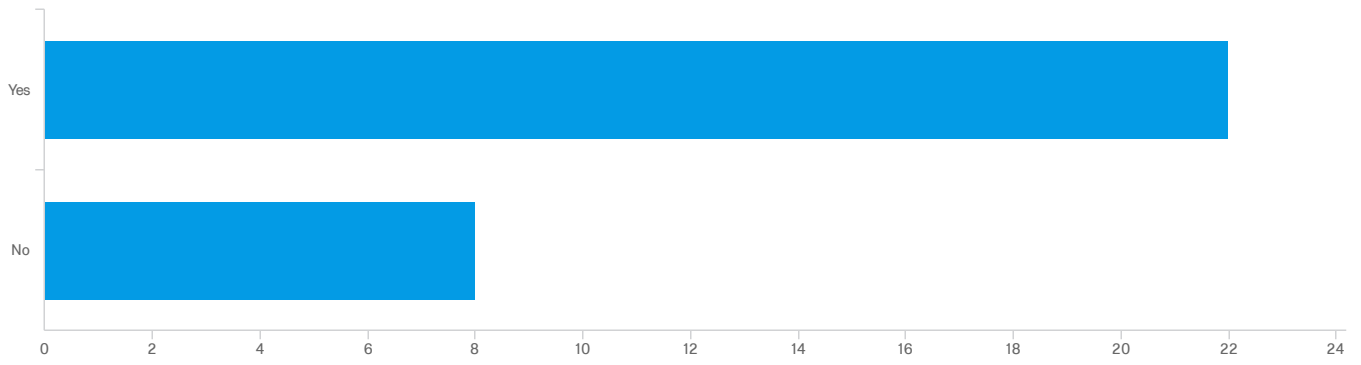
Please explain why the outcomes data isn't valid.	Name of Unit ▼
N/A	Academic Development and Support Center (ADSC)
N/A	Accounts Payable
N/A	Admissions
Again, fine for the first metric (completion). Not fine for the 2nd metric (time to complete - that data is missing)	Admissions Operations & Technology
N/A	Athletics
N/A	Campus Ministry
N/A	Campus Safety
N/A	Career Services
N/A	Chart the Course (CTC)
N/A	Counseling Center
N/A	Division of Student Affairs
N/A	EMPOWER
N/A	Facilities
N/A	Finance
N/A	GAAGL
There were no outcomes listed	Graduate and Professional Studies Admissions
N/A	Health Services
N/A	Human Resources
N/A	Institutional Advancement
N/A	Mailroom
N/A	Marketing & Communication

Please explain why the outcomes data isn't valid.

Name of Unit
▼

N/A	Office of Institutional Assessment and Accreditation
N/A	Office of Student Life
N/A	Payroll
N/A	Purchasing
Metric and results were not in sync	Registrar
N/A	Residence Life
N/A	Student Success & Advocacy
N/A	TRIO - Student Support Services
N/A	University Honors Program

Q16 - Does the benchmark evaluation match those stated on the plan?



#	Field	Choice	Count
1	Yes	73.33%	22
2	No	26.67%	8

30

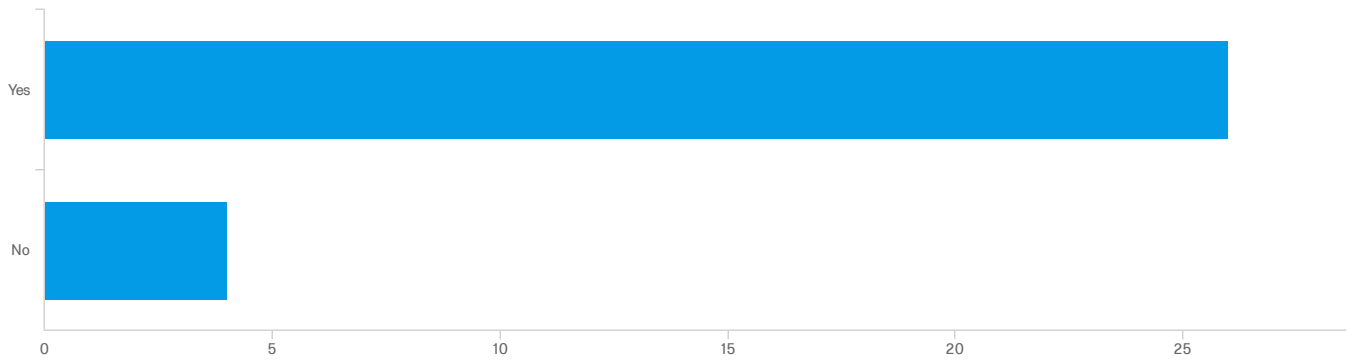
Showing rows 1 - 3 of 3

Q22 - Please explain why the benchmark evaluation does not match the plan.

Please explain why the benchmark evaluation does not match the plan.	Name of Unit ▼
Plan was different, included multiple departments. Streamlined plan is being developed for this Unit	Academic Development and Support Center (ADSC)
N/A	Accounts Payable
Plan says benchmark will be 3% increase in number of attendees at events and 1% decrease in drop-out rates. Report doesn't give percentages -- says more people attended events but no numbers and gives total amount of dropouts.	Admissions
In question 17 - you have 1 outcome. In question 18 - you have outcomes for 1-3. These need to match	Admissions Operations & Technology
N/A	Athletics
N/A	Campus Ministry
N/A	Campus Safety
N/A	Career Services
There is a "could not be evaluated for" for Outcome #4. There is no outcome 4	Chart the Course (CTC)
N/A	Counseling Center
N/A	Division of Student Affairs
N/A	EMPOWER
N/A	Facilities
N/A	Finance
N/A	GAAGL
N/A	Graduate and Professional Studies Admissions
N/A	Health Services

Please explain why the benchmark evaluation does not match the plan.	Name of Unit ▼
N/A	Human Resources
N/A	Institutional Advancement
The report indicates that the benchmark expectations "could not be evaluated." The plan states that, "IF can take advantage of some bulk mail discounts, analyze cost savings."	Mailroom
N/A	Marketing & Communication
N/A	Office of Institutional Assessment and Accreditation
N/A	Office of Student Life
Benchmark for outcome 1 was 90% participation across student worker depts. Outcome 1 results are listed as 116 student workers -- percentage was not provided.	Payroll
Respondent skipped the question in the plan and indicated "met expectations" in the report.	Purchasing
Q23 From Plan Q23 What will be the benchmark for successfully meeting Goal 1? Office and Office of Admissions staff is cross-trained for transfer course evaluations. Transfer course evaluations processed with minimal error or corrections. Process in place so that deposited transfer files are completed in 72 hours and applicant transfer files are completed in 96 hours. Q19 - From Assessment report Exceeded Expectations - Year 1 goal was that Office of Admissions transfer counselor staff would be able to complete a progress chart for incoming transfer students from a NJ two-year college with less than 10% errors. Based on an informal review of files the error rate would not even be as high as 10%.	Registrar
N/A	Residence Life
N/A	Student Success & Advocacy
N/A	TRIO - Student Support Services
N/A	University Honors Program

Q17 - Does the action plan submitted match the results of the stated goal?

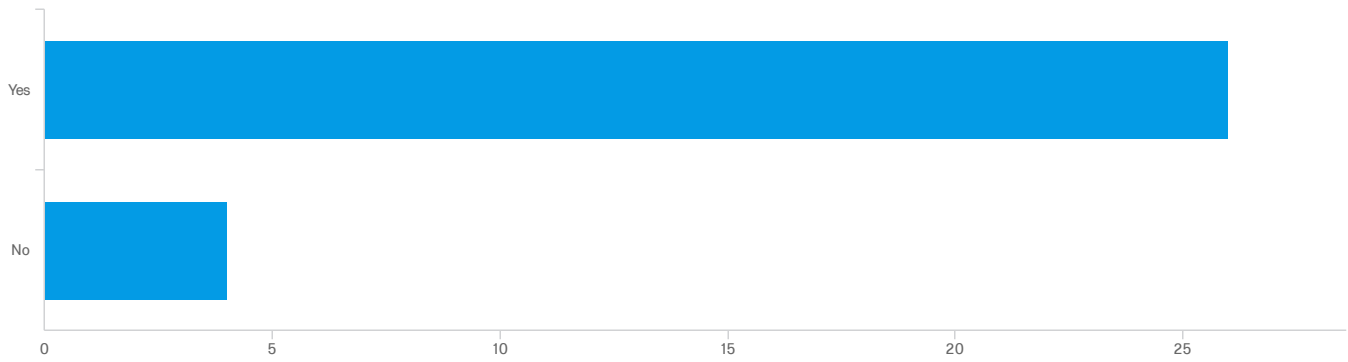


#	Field	Choice	Count
1	Yes	86.67%	26
2	No	13.33%	4

30

Showing rows 1 - 3 of 3

Q18 - Is the action plan complete and reasonable?



#	Field	Choice	Count
1	Yes	86.67%	26
2	No	13.33%	4

30

Showing rows 1 - 3 of 3

Q23 - Please explain any of your concerns with the action plan.

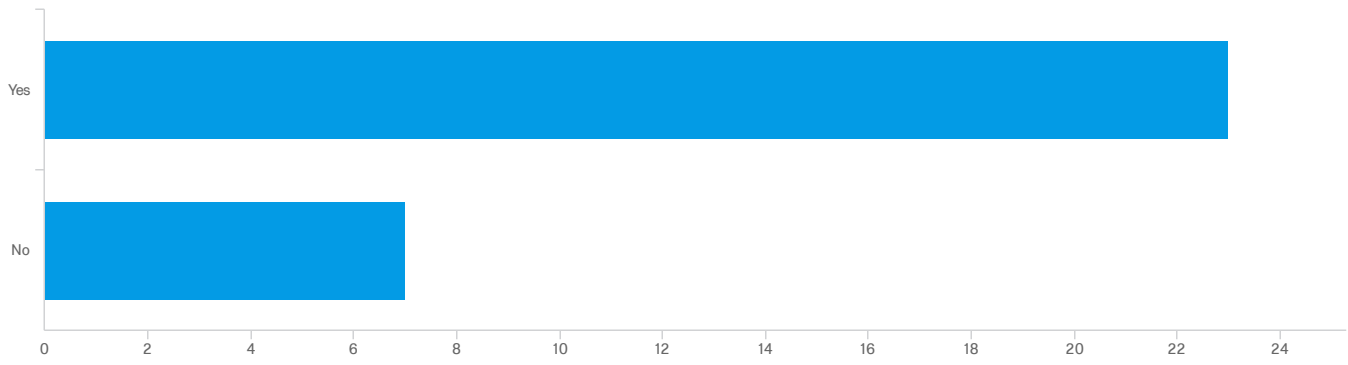
Please explain any of your concerns with the action plan.	Name of Unit ▼
N/A	Academic Development and Support Center (ADSC)
N/A	Accounts Payable
N/A	Admissions
N/A	Admissions Operations & Technology
N/A	Athletics
N/A	Campus Ministry
N/A	Campus Safety
N/A	Career Services
N/A	Chart the Course (CTC)
N/A	Counseling Center
N/A	Division of Student Affairs
N/A	EMPOWER
N/A	Facilities
There is no action plan.	Finance
N/A	GAAGL
Actually think that the plan is ok, but without results from previous year cannot say that the action plan matches is based on meeting the benchmarks	Graduate and Professional Studies Admissions
N/A	Health Services
N/A	Human Resources
No action plan submitted.	Institutional Advancement
I think the action plan can be more descriptive. It's hard for me to have a firm opinion either way with such little detail.	Mailroom
N/A	Marketing & Communication

Please explain any of your concerns with the action plan.

Name of Unit
▼

N/A	Office of Institutional Assessment and Accreditation
N/A	Office of Student Life
not clear if any action is needed to continue to meet outcome 1.	Payroll
N/A	Purchasing
N/A	Registrar
N/A	Residence Life
N/A	Student Success & Advocacy
N/A	TRIO - Student Support Services
N/A	University Honors Program

Q24 - Did the executive summary follow the given outline?

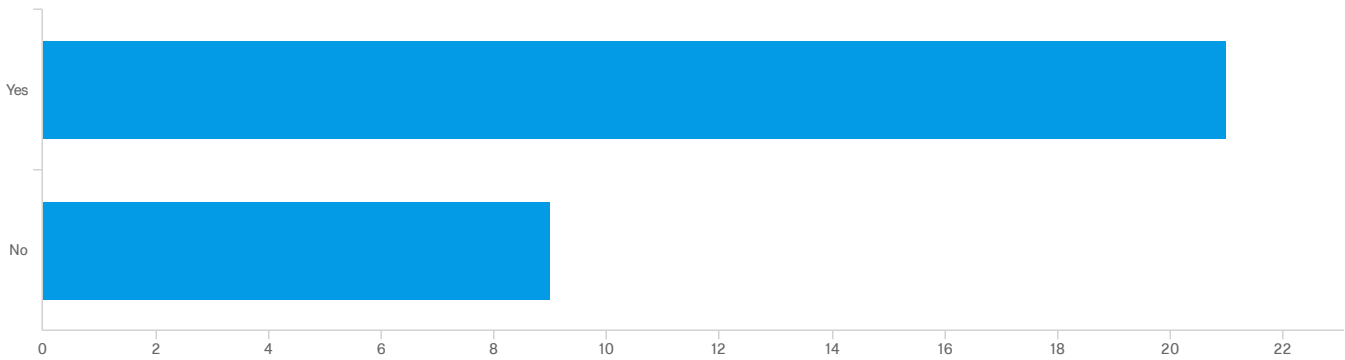


#	Field	Choice Count
1	Yes	76.67% 23
2	No	23.33% 7

30

Showing rows 1 - 3 of 3

Q25 - Is the executive summary publishable?



#	Field	Choice	Count
1	Yes	70.00%	21
2	No	30.00%	9

30

Showing rows 1 - 3 of 3

Q26 - Please explain any of your concerns with the executive summary of this report.

Please explain any of your concerns with the executive summary of this repo...	Name of Unit ▼
Needs to be cut down in length. Some of the data can be culled so that the exec summary is a shorter in length	Academic Development and Support Center (ADSC)
Doesn't say whether goal was met. Says goal does not require re-evaluation in three years so am not sure if unit wants to change goal for next plan or not (?).	Accounts Payable
N/A	Admissions
Missing word - "...a decrease in the number (of) data errors..."	Admissions Operations & Technology
N/A	Athletics
N/A	Campus Ministry
N/A	Campus Safety
N/A	Career Services
The last statement of the Executive Summary was omitted. "The CTC unit will take the following action..." is not there	Chart the Course (CTC)
N/A	Counseling Center
N/A	Division of Student Affairs
N/A	EMPOWER
The stated goal of "Complete Facilities Condition Assessment" was completed. The unit manager states that while the goal was completed, "the University has yet to approve the initial projects..." I think the unit manager should state that the goal was met and that he therefore exceeded or met benchmark expectations. Adding the other elements to this first goal makes it unachievable and unrealistic.	Facilities
There was no action plan and therefore, there are no actions to include to continue to address the goal	Finance
N/A	GAAGL
There was a typo that needs to be corrected before this is publishable.	Graduate and Professional Studies Admissions

Please explain any of your concerns with the executive summary of this repo...

Name of Unit



N/A	Health Services
N/A	Human Resources
The executive summary had too many details and named specific personnel. The action plan was actually included in the executive summary, but not in the report outline. Alumni satisfaction survey results were not included in the report, although available and would offer triangulation of data.	Institutional Advancement
N/A	Mailroom
N/A	Marketing & Communication
N/A	Office of Institutional Assessment and Accreditation
N/A	Office of Student Life
Summary doesn't address outcome 2 but is ok otherwise.	Payroll
N/A	Purchasing
N/A	Registrar
N/A	Residence Life
Executive summary is missing.	Student Success & Advocacy
N/A	TRIO - Student Support Services
N/A	University Honors Program

Q27 - Please write a summary of your review.

Please write a summary of your review.	Name of Unit ▼
The main aspects of the assessment report look solid. When we sit down and discuss we will talk about any needed adjustments/changes to plan. Good work	Academic Development and Support Center (ADSC)
Unit performance met expectations. Consider whether there should be a different goal if this is not a goal that needs to be re-evaluated.	Accounts Payable
Report meets expectations and is complete except that it is missing numerical comparison with prior year data for benchmark.	Admissions
The majority of the plan and subsequent assessment report was solid. Need to include the results of the time to complete to app process and not just that the manuals are created. (Unless you want to modify your plan and remove the portion related to time it takes to process an app at points in the app cycle) The exec summary at the end talks about the decrease in the number of errors(data integrity) and that is more related to Goal 2 of plan (data integrity)	Admissions Operations & Technology
The plan and the report may have been a bit short on detail, but essentially the department fulfilled the assessment cycle.	Athletics
Executive summary could be more brief - results should be summarized, not repeated from the full report. Otherwise, well done.	Campus Ministry
I thought this report was thorough.	Campus Safety
Minor correction in Executive Summary needed. Report is acceptable, given the changes in personnel within this unit and the limitation on resources. Action plan and an adjusted plan will move this unit forward.	Career Services
I love the overarching theme of this Unit (Retention of current students) There are a couple of things that we have to address. They are small but important things. We will discuss when we sit down to go over this.	Chart the Course (CTC)
Quantitative data included in the report. The report did not address satisfaction with the program offerings related to the goal. The additional data will enhance the assessment process. Perhaps pre- and post- surveys should be added to action plan for this goal.	Counseling Center
I believe the Division of Student Affairs effectively completed an assessment cycle. the plan evolved during the year, but that's not unusual.	Division of Student Affairs
Plan needed some adjustment so some of the disparity between plan and report is fine. I think it is good that an outcome was added regarding pre and post-testing -- this was missing from the plan.	EMPOWER
The unit's stated goal of, "Complete Facilities Condition Assessment. Prioritize and evaluate recommended actions in coordination with development of the Facilities Master Plan for effective facilities usage and occupation to support the Strategic Plan and Vision" should be rewritten to state only, "Complete Facilities Condition Assessment". Because they are separate actions, the additional elements included in the original goal can be stated independently in Goals 2 and 3.	Facilities
I thought that the assessment report was very solid until Q20 (Action plan) This part was left completely blank. I am assuming that the reason why this was left blank was b/c the action/person responsible/expected results/and resources needed are all listed somewhere else. This should be explicated	Finance
The assessment report was meticulously through, detailed, and insightful. The assessment plan was carefully documented, followed, and improved.	GAAGL

Please write a summary of your review.

Name of Unit
▼

The majority of this report was acceptable. We have to change the outcomes section which directly leads to the "meeting the benchmarks" section. The outcomes section should have results as opposed to a restating of the Assessment Plan language. What did the data tell us? Then we can say whether or not we met benchmarks

Graduate and Professional Studies Admissions

Unit met goal and report was fine. Reduction in metrics was appropriate.

Health Services

This unit did not meet its stated goal, but articulated a clear plan of action that has since the time of this report been completed. The stated goal has been completed.

Human Resources

Action plan needs to be articulated. Some of the data was missing, i.e. actual revenue. Alumni attendance needs to be quantified. This unit had a leadership vacancy for most of the calendar/academic year, and they used the CY/2018 as a reporting cycle. Other staff transitions affected this unit. Data was expanded in the attached report. Perhaps this unit should disaggregate its unit assessment planning and reporting.

Institutional Advancement

This overall assessment is lacking detail. I'm sure in the eyes of the author, it makes perfect sense. However, as an outside reader I can't say I understand fully the outcomes or the course of action.

Mailroom

This unit did not meet expected goals, but articulated a clear plan to make corrections.

Marketing & Communication

This review was done by the IE committee.

Office of Institutional Assessment and Accreditation

Assessment was well done. The program submitted additional data that included the satisfaction surveys from students in the WILD, Emerging Leaders, and Student Orientation Leaders programs. Students are generally satisfied with these programs and their opportunities. Of note - few athletes are involved in these leadership programs. Dialogue with the Athletic Department may address issues related to non-involvement of this population.

Office of Student Life

Unit met goal. Report meets expectations except for minor tweaks.

Payroll

This unit assessment was met expectations.

Purchasing

The assessment report was solid. There is at least one instance where the report does not meet the plan. This may be due to change in leadership in this office. With a few minor tweaks, these differences can be addressed.

Registrar

Staffing for this office was new for AY 2018-2019, so changes were noted in how the goals and outcomes were met. Data was valid, and gave sufficient feedback to assess program efforts. Programs with positive results will be retained and enhanced, while student input will be attended to for (weekend) programming that meets the interests of residence students.

Residence Life

Documents are by two authors, and the original plan was not complete. However, the report does include two expected outcomes and identifies four results that suggest expectations were met. The action plan seems appropriate to the outcomes. Executive summary was missing. The assessment cycle/process should be strengthened in the second year.

Student Success & Advocacy

I thought that this was one of the better assessment reports that we received. All of the goals aligned with the outcomes and benchmarks. Only question I have is in the summary it talks about "85% (projected) of 160 program participants" Why is it projected if it is based on last year's data? Other than that, it was very solid - well written and included all of the relevant information.

TRIO - Student Support Services

Fine except need to report goal and define an outcome (no outcome in plan) and then report outcome. In report, Benchmark was listed in the Goal box and in the Outcome box.

University Honors Program

End of Report