

**Assessment Report Form for All WNCC Assessments
2007-2008**

Cover Sheet

*This form allows all departments or groups doing assessments at WNCC to document their assessment activities in accordance with the college's five-step approach. Each identified program or service area is required to complete an assessment of at least one outcome or objective in 2007-2008. Each part of the form is expandable by hitting the **Enter** key on your keyboard. You may attach additional information if necessary.*

Administrative assessments are coordinated by Institutional Research (Tracy Viselli.).

Examples of completed forms are available here: <http://www.wncc.nevada.edu/institutional/assessment.php>

Assessment Report for 2007-2008 Information Signatures	
Name of Unit: (Depart., Division, Service or Educational Program)	Institutional Research
Assessment Team Member/s (note person who led/chaired assessment team)	Barbara Ford, Susan Riggs, Jose Martin
Signature of Assessment Team Leader for Steps 1-3: (Due April 1st, 2007)	The Assessment Team completed Steps 1-3 of this study on _____ (date) Signature:
Signature of Assessment Team Leader for Steps 4-5: (Due April 1, 2008)	The Assessment Team completed Steps 1-3 of this study on _____ (date) Signature:
Signature of Appropriate Vice President for Steps 4-5: (Due April 1, 2008)	The Assessment Team completed Steps 4 and 5 of this study on _____ (date) Signature:

Notes on the Form

The administrative objective tables will expand as needed by hitting the Enter key. There is space to assess up to three administrative objectives, however, you can assess more or less if you choose. To create an additional administrative objective table, copy and paste the one above it and change the number in the heading. For help with this form, please visit the Institutional Research website for the form instructions.

<http://www.wncc.nevada.edu/institutional/assessment.php>

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First Administrative Objective		
Step 1a	Name for Applicable Strategic Goals (see instructions):	Ensure Institutional Excellence (2) Improve Student Success (1)
Step 1b	Depart. Mission Statement:	<p>The Office of Institutional Research oversees the collection, analysis, interpretation, and distribution of information descriptive of the institution and its activities, including its students and staff, programs, management, and operations, in order to aid the college in its planning, decision-making, and policy formation efforts.</p> <p>The Office is dedicated to improving institutional effectiveness by fulfilling the reporting requirements mandated by state and federal agencies, completing various student outcomes, and assisting all departments and units of the college with their institutional research, assessment, and data analysis needs.</p>
Step 2	Administrative Objective:	Developing and institute a set of key performance indicators to be used by organizational units and committees to develop action plans to meet performance goals in strategic plan.
Step 3	Means of Assessment & Criteria for Success:	<p>Tool/method used: Development of the Strategic Plan Measurement Table that includes key performance indicators for all components of the strategic plan.</p> <p>We know we have been successful when: SPFIE is able to use the Strategic Plan Measurement Table as a tool to measure the progress of organizational units in reaching their strategic planning goals.</p>
Step 4	Summary of Data Collected:	See attached completed Strategic Plan Measurement Table.
Step 5	Use of Results:	<p>SPFIE was able to use the Strategic Plan Measurement Table to evaluate the progress of organizational units in reaching the college's strategic goals.</p> <p>Last year, IR assumed responsibility for tracking down the progress of organizational units involved in the strategic plan. This was semi-successful. It was determined by SPFIE that SPFIE will ask the responsible parties for each goal and subsequent action plan to update the committee on their progress and to make a presentation in an open forum for the college.</p>

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Second Administrative Objective		
Step 1a	Name for Applicable Strategic Goals (see instructions):	Improve Student Success (1)
Step 1b	Depart. Mission Statement:	<p>The Office of Institutional Research oversees the collection, analysis, interpretation, and distribution of information descriptive of the institution and its activities, including its students and staff, programs, management, and operations, in order to aid the college in its planning, decision-making, and policy formation efforts.</p> <p>The Office is dedicated to improving institutional effectiveness by fulfilling the reporting requirements mandated by state and federal agencies, completing various student outcomes, and assisting all departments and units of the college with their institutional research, assessment, and data analysis needs.</p>
Step 2	Administrative Objective:	Implement the Noel-Levitz SSI for the first time.
Step 3	Means of Assessment & Criteria for Success:	<p>Tool/method used: Noel Levitz Student Satisfaction Indicator. A sample of 1402 students was created with guidance from Noel-Levitz so that it was as representative as possible. Student were hired (and in some cases volunteered)</p> <p>We know we have been successful when: We are able to use the results of the survey to implement action plans to effect improvements in student satisfaction.</p>
Step 4	Summary of Data Collected:	<p>A comprehensive report from Noel-Levitz available here: https://intranet.wncc.edu/strategic_plan/</p> <p>We also input the raw results into SPSS for further analysis of specific questions, particularly by campus. A summary of the conclusions of the SPFIE work team designated to further analyze the results is attached.</p>
Step 5	Use of Results:	Action items will be created for items deemed necessary by the SPFIE work team and SPFIE as a whole.