

**Assessment Report Form for All WNCC Assessments
2003-2004**

*This form allows all teams 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 2003-2004. 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 Tracy Viselli. The assessment of educational programs is coordinated by the Academic Programs Assessment Committee and Assessment Office (Ed Kingham and Cheryl Pawluk).

Assessment for 2003-2004 Information Signatures	
Name of Unit: (Depart., Division, Service or Educational Program)	Institutional Research
Assessment Team Members (note person who led/chaired assessment team)	Tracy Viselli, Susan Riggs, Barb Ford
Signature of Assessment Team Leader for Steps 1-3: (Due December 1, 2003)	The Assessment Team completed Steps 1-3 of this study on December 1 st . Signature: _____
Signature of Assessment Team Leader for Steps 4-5: (Due April 1, 2004)	The Assessment Team completed Steps 4 and 5 of this study on _____ (date) Signature: _____

Linkages to College Mission, Goals, or Strategic Plan		
Step 1	Short Names for College and Strategic Goals (see instructions):	5. Efficient and effective administrative support services.
	Unit Mission Statement:	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. 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
	Relevant Unit Outcome/Objective:	Successfully implement and coordinate the college administrative assessment program.

**Assessment Report Form for All WNCC Assessments
2003-2004**

OUTCOME #1		
Step 2	Specific Objective/Outcome for this Assessment:	Assessment coordinators will be satisfied with the new administrative assessment process.
Step 3	Criterion for Success & Means of Assessment:	Assessment coordinators will receive an evaluation form that will allow them to evaluate various parts of the new administrative assessment process including organization, usefulness of the documentation, degree of help received by the IR assessment coordinator, and usefulness of the process in general. Respondents will agree or strongly agree 80% of the time that the degree of help received from the IR assessment coordinator was sufficient. On no individual item will more than 10% of the respondents respond with "disagree" or "strongly disagree."

**Assessment Report Form for All WNCC Assessments
2003-2004**

OUTCOME #1		
Step 4	Summary of Results:	<p>The evaluation survey was distributed on March 22. The drop dead date was March 26th at 5pm. We collected 9 out of a possible 14 responses for a 64% response rate. The number of total respondents is too small to be statistically sound but will server for evaluation purposes. Results from key questions:</p> <p>The assessment process was organized: Agree or strongly agree: 44.44% Disagree: 11.11% Neither disagree or agree: 44.44%</p> <p>Overall, documentation was useful: Agree or strongly agree: 66.67%. Disagree or strongly disagree: 11.11%. Neither disagree or agree: 22.22%</p> <p>IR Coordinator provided useful information: Agree or strongly agree: 66.66%. Neither disagree or agree: 33.33%</p> <p>IR Coordinator is well informed in assessment: Agree or strongly agree: 66.66%. Neither disagree or agree: 33.33%</p> <p>I would attend an assessment training activity: Agree or strongly agree: 44.44%. Disagree or strongly disagree: 44.44%. Neither disagree or agree: 11.11%</p> <p>My supervisor gave me enough support: Agree or strongly agree: 66.66%. Disagree or strongly disagree: 11.11%. Neither disagree or agree: 22.22%</p> <p>My department will use results for improvement: Agree or strongly agree: 75.00%. Disagree or strongly disagree: 12.50%. Neither disagree or agree: 12.50%</p> <p>I have good ideas about what to assess next year: Agree or strongly agree: 77.78%. Disagree: 11.11%. Neither disagree or agree: 11.11%</p> <p>The assessment process is useful from my department: Agree or strongly agree: 55.55%. Disagree or strongly disagree: 33.33%. Neither disagree or agree: 11.11%</p>

**Assessment Report Form for All WNCC Assessments
2003-2004**

OUTCOME #1		
Step 5	How Results Were Used for Improvement:	<p>It was clear from the answers received on the evaluation that improvements should be made to the assessment report form and supporting documentation. Almost half of the respondents indicated that they would NOT attend a training activity where help with documentation could be provided. Also, the form is shared with the academic program assessment office so they will have to agree with any changes made.</p> <p>Answers to the questions regarding the responsiveness and knowledge of the IR coordinator did not meet the 80% agree or strongly agree criteria for success outlined in the assessment plan. Most answers to these questions ended up in the 66%-77% range. See attached spreadsheet for a record of all contacts made by IR coordinator. It is hoped that because the next assessment cycle is a full year, the IR coordinator will have more time to pursue meetings with, and be responsive to department coordinator's needs. It is hoped that giving department coordinators adequate time to complete assessment (1 year) will go a long way in positively impacting responses in this area.</p> <p>The relationship between assessment and department and college goals is not as clear as it should be (66.66%). Too many respondents did not see a clear relationship between their assessed outcome and the college's goals (33.33%). Almost half of the respondents indicated that they would NOT attend a training activity where these relationships could be more fully explored.</p> <p>The real mark of success for an assessment program is if the results will be used for improvements and 75% or respondents said that they would. 77.78% also have a good idea about what to assess next year. However, only 55.55% said that it was a useful process. This seeming contradiction can probably be explained by the abbreviated assessment cycle this year which coincided with other large projects like program review. In general, administrative department coordinators were frustrated with the number of demands placed upon them this spring. This evaluation will be used again next year to gauge success of improvements made.</p> <p>Improvements to be made:</p> <ul style="list-style-type: none"> • Simplify and improve form and supporting documentation • Continue to actively pursue personalized appointments with department coordinators and track all contacts throughout the cycle. • Work with VPs and Assessment Office to come up with assessment activities and training that emphasizes the relationship of assessment to meeting college goals. Pursue funding.

**Assessment Report Form for All WNCC Assessments
2003-2004**

**Assessment Report Form for All WNCC Assessments
2003-2004**

Name of Unit:

OUTCOME #2		
Step 2	Assessment Outcome/Objective:	
Step 3	Criteria for Success & Means of Assessment:	
Step 4	Summary of Data Collected:	
Step 5	How Results Are Used for Improvement:	

**Assessment Report Form for All WNCC Assessments
2003-2004**

Name of Unit:

OUTCOME #3		
Step 2	Assessment Outcome/Objective:	
Step 3	Criteria for Success & Means of Assessment:	
Step 4	Summary of Data Collected:	
Step 5	How Results Are Used for Improvement:	

**Assessment Report Form for All WNCC Assessments
2003-2004**

Name of Unit:

OUTCOME #4		
Step 2	Assessment Outcome/Objective:	
Step 3	Criteria for Success & Means of Assessment:	
Step 4	Summary of Data Collected:	
Step 5	How Results Are Used for Improvement:	

**Assessment Report Form for All WNCC Assessments
2003-2004**

Name of Unit:

OUTCOME #5		
Step 2	Assessment Outcome/Objective:	
Step 3	Criteria for Success & Means of Assessment:	
Step 4	Summary of Data Collected:	
Step 5	How Results Are Used for Improvement:	