Assessment Report Form for All WNCC Assessments
2004-2005

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 2004-2005. 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.) The assessment of educational programs is coordinated by the Academic Programs Assessment Committee and Assessment Office (Ed Kingham and Cheryl Pawluk).

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

<table>
<thead>
<tr>
<th>Assessment Report for 2004-2005 Information Signatures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of Unit:</strong> (Depart., Division, Service or Educational Program)</td>
</tr>
<tr>
<td><strong>Assessment Team Member/s</strong> (note person who led/chaired assessment team)</td>
</tr>
<tr>
<td><strong>Signature of Assessment Team Leader for Steps 1-3:</strong> (Due July 31st, 2004)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Signature of Assessment Team Leader for Steps 4-5:</strong> (Due April 1, 2005)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Signature of Appropriate Vice President for Steps 4-5:</strong> (Due April 1, 2005)</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

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
### First Administrative Objective

<table>
<thead>
<tr>
<th>Step 1a</th>
<th>Short Name for Applicable Strategic Goals (see instructions):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5. Efficient and effective administrative support services.</td>
</tr>
</tbody>
</table>

#### Step 1b

**Depart. 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.

#### Step 2

**Administrative Objective:**

Develop a shared electronic filing/storage system on FOCUS for all regularly scheduled performance measure reports and documented run-dates so that all IR staff can easily access and run them as needed.

#### Step 3

**Means of Assessment & Criteria for Success:**

1. Reserve a shared area on FOCUS on the Bighorn mainframe and write and save performance measure reports with parameters in that location.
2. Document run-dates for each focexec so they can be run by anyone in time for publishing (in a shared Groupwise resource calendar if possible but this is dependent on Computing Services capabilities).

**Criteria for success:** Produce the following standard focexec reports with parameters and run dates by March 1st, 2004

- **Student Access**
  - Student Access
  - 1.1 HEADCOUNT ENROLLMENT BY CREDIT STATUS
  - 1.2 HEADCOUNT ENROLLMENT BY UNIT LOAD
  - 1.3 HEADCOUNT ENROLLMENT BY GENDER AND ETHNICITY
  - 1.4 HEADCOUNT ENROLLMENT BY AGE
  - 1.5 AVERAGE AGE OF STUDENT BY CREDIT STATUS
  - 1.6 HEADCOUNT ENROLLMENT BY DAY/EVENING STATUS
  - 1.7 NUMBER OF AWARDS AND DOLLARS PROVIDED IN FINANCIAL AID BY AID TYPES BY AWARD YEARS
  - 1.8 PERCENT OF RECENT SERVICE AREA HIGH SCHOOL GRADUATES

- **Student Success**
  
  - Student Success
  - 2.1 NUMBER OF ASSOCIATE DEGREES AND CERTIFICATES AWARDED
  - 2.2 STUDENT PERSISTENCE
    - 2.2.1 Persistence Fall to Spring
    - 2.2.2 Persistence Fall to Spring: First-time, Credit Load of at Least Six, Degree Seeking
    - 2.2.3 Persistence Fall to Fall
    - 2.2.4 Persistence Fall to Fall by Declared Program
  - 2.3 COURSE RETENTION
    - 2.3.1 Course Retention by Race/Ethnicity
    - 2.3.2 Course Retention By Gender
    - 2.3.3 Course Retention for Distance Education
  - 2.4 SUCCESSFUL COURSE COMPLETION
    - 2.4.1 Successful Course Completion by Gender
    - 2.4.2 Successful Course Completion by Ethnicity
    - 2.4.3 Successful Course Completion by Age
    - 2.4.4 Successful Course Completion by Campus
    - 2.4.5 Successful Course Completion by Subject
  - 3.1 Table 1 Headcount and Full-Time Equivalent Students (FTES)
### First Administrative Objective

**Step 4**  
**Summary of Data Collected:**  
A shared file directory was created on the Bighorn mainframe. All of the focexecs noted above were created and stored in that space. The shared calendar is a work in progress. However, it is noted that the above focexecs will be run after the end or term date for fall (January 15th).

**Step 5**  
**Use of Results:**  
The focexecs on the shared file space were used to generate the data used in the 2004 Performance Measures report posted on the IR website with minimal help from the Director.

### Second Administrative Objective

**Step 1a**  
**Short Name for Applicable Strategic Goals** *(see instructions):*  
5. Efficient and effective administrative support services.

**Step 1b**  
**Depart. 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.

**Step 2**  
**Administrative Objective:**  
Continue to increase satisfaction with the administrative assessment process among assessment coordinators.

**Step 3**  
**Means of Assessment & Criteria for Success:**  
Assessment coordinators will receive the same evaluation form they completed in 2003-2004. The number of agree or strongly agree responses will increase by 10% to the questions below.

- **The assessment process is useful for my department:**  
  2003-2004: Agree or strongly agree: 55.55%.  
  The assessment process was organized:  
  2003-2004: Agree or strongly agree: 44.44%  
  The assessment form was easy to complete:  
  2003-2004: Agree or strongly agree: 37.50%

**Step 4**  
**Summary of Data Collected:**  
It was decided that another year should pass before using this evaluation again. It will be conducted in 2005-2006 and every other year thereafter.

**Step 5**  
**Use of Results:**  
N/a