

# Quick Guide to Assessing Academic & Student Support Services

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Assessment involves the systematic collection, review, and use of evidence or information related to the department's outcomes. Assessment helps administrators understand how well their department is performing. The assessment plan helps OPA relate information to our accreditor, SACSCOC, about each department's impact on students and the university.

Student Impact Outcomes
<ul style="list-style-type: none"> <li>• Each department should have <b>3-5 student impact outcomes</b> <ul style="list-style-type: none"> <li>- These should be active, succinctly written, and related to overall goals of department.</li> </ul> </li> </ul>
Strategies/Initiatives
<ul style="list-style-type: none"> <li>• Each Student Impact Outcome should have <b>at least one strategy or initiative</b> that explains how the department will achieve their goals</li> <li>• <b>Assessment Method</b> – include how the department will measure the strategy's progress</li> <li>• <b>Target</b> – include a minimally accepted benchmark expected from the strategy</li> <li>• <b>Timeline</b> – indicate the timeline for both the strategy and the assessment</li> </ul>
Results
<ul style="list-style-type: none"> <li>• <b>Results</b> should provide a summary of actual data           <ul style="list-style-type: none"> <li>- Include a statement of how the data stands in relation to the target</li> </ul> </li> <li>• <b>Analysis of Result Data</b> – explain how the strategy is or is not contributing to the Student Impact Outcome</li> </ul>
Annual Reflections
<ul style="list-style-type: none"> <li>• <b>Summarize actions you have taken or plan to take</b> with the goal of seeing improvement on student impact</li> <li>• <b>Upload related documentation</b> when applicable</li> <li>• Indicate if your report is complete &amp; ready for review</li> </ul>