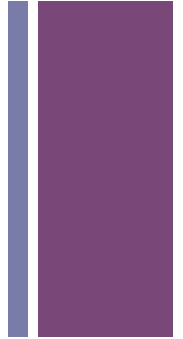


Annual Assessment Reports for Co-Curricular Programs, Offices & Units

Presented by the Assessment Office
Fall 2010



Assessment Office



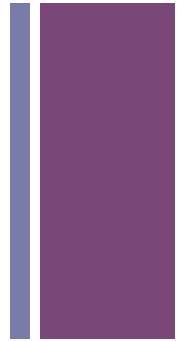
- Faculty managed
- Mission: improve student learning through program assessment
- Collaborate with faculty, staff and administrators
- Assist in designing effective educational programs
- Workshops, consultations, events, website

*Who is
AO?*





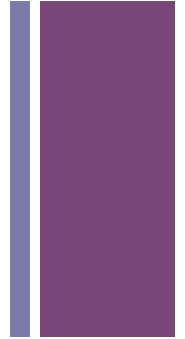
Session Outcomes



At the end of today's session you can:

1. Complete your annual assessment report
2. Locate help

+ Purpose of Assessment




Program Assessment  Program Evolution



Photo: Star Bulletin

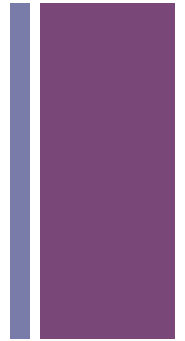


Photo: Star Bulletin

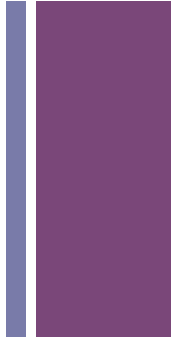
Program Assessment  Individual Evaluation

+ FAQs

- Why do we have to submit?
- Do you want student outcomes, functional/strategic outcomes, or both?
- How are you defining student outcomes?
- How do we submit the report?
- How will these data be used?
- Where will the reports live?

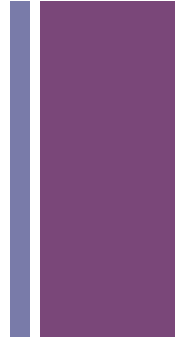


+ Choose a Form



Assessment Planning Form	Assessment Reporting Form
For programs that are in the assessment planning stages	For programs that conducted a program assessment activity between June 1, 2009 and September 30, 2010

+ Reporting Period



- On the Annual Assessment Reporting Form, include assessment activities that occurred between

June 1, 2009 and September 30, 2010

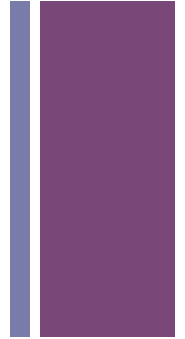
+ Questions Mirror the Assessment Cycle



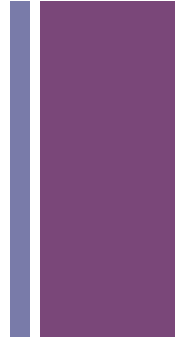


Your Turn:

1. Groups of 2-3
2. Complete a form.
 - Provided:
 - Annual Assessment Report Form (blank) or
 - Assessment Planning Form (blank)
 - Answers

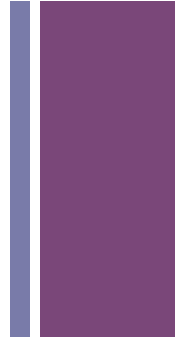


+ Important Info



- Reporting Period: **June 1, 2009 - September 30, 2010**
- Due Date: Friday, **October 1, 2010**
- Submission: **EMAIL** report to **airo@hawaii.edu**
- Questions:
 - Email airo@hawaii.edu
 - Phone: 956-4283 or 956-6669

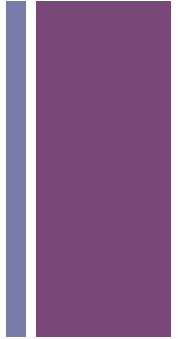
+ Resources



- Consultations (by appointment)
- Webpage <http://www.manoa.hawaii.edu/assessment>
 - Examples of completed UHM reports
 - Handbooks (in “Resources”)
 - FAQs



Thank You!



Assessment Office

<http://manoa.hawaii.edu/assessment>

airo@hawaii.edu

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A Guide to the 2010 Co-curricular Annual Assessment Report: FAQs

1. Why does my program have to submit an assessment report?

Mānoa is committed to improving student learning through program assessment. All programs and offices that directly support students' academic success and cognitive development must submit an annual assessment report. If you believe an error has been made, please contact the Assessment Office.

2. How does an annual report help my program?

The annual report assists programs in documenting assessment activities over time. More than once the Assessment Office has heard, "[name removed] did all of the assessment and when he retired last year he took his files with him." The annual reports are available in an accessible location.

The annual report keeps the program on track for Program Review. The Program Review process was overhauled, effective 2008, and it now requires a review of the program's assessment activities. Your program's annual assessment reports are automatically submitted as part of the college's self-study, and they are given to the external reviewers.

3. What is done with my report?

Reports are posted on the Assessment Office website. The Assessment Office uses the information in several ways. The Assessment Office

- * locates **examples of exemplary assessment practices that it can share** (a program's permission is sought before the Assessment Office uses it as an example);
- * identifies issues and concerns that need attention and uses those to **guide Assessment Office program development** (e.g., when an analysis of reports reveals the need for more attention to collecting evidence the Assessment Office offers workshops on that topic);
- * summarizes the reports and conveys that summary to the Faculty Senate and the Western Association of Schools and Colleges (WASC). **The summary serves as primary support in Mānoa's case for re-accreditation and meets reporting requirements set by WASC.**

To date, the assessment reports have not been used by administration as part of prioritization or budgeting. The administration has stressed that assessment results should be used at the program level by the program faculty. The Assessment Office believes faculty consultation should take place before assessment becomes part of prioritization and budgeting.

4. When is my program's report due?

Friday, October 1, 2010

5. We've been doing assessment for a long time. How much information do you want?

That's super!!! Because these are annual reports, include only the assessment activities that took place between **June 1, 2009 and September 30, 2010** when answering questions #4-13 on the assessment reporting form.

6. Our program submitted an evaluation report to our funding agency this year. Can I submit that?

Yes. Please prune appropriately (i.e., submit only sections that pertain to assessment). Use the *Assessment Reporting* form to guide your pruning.

7. We didn't do any assessment between June 1, 2009 and September 30, 2010. Do we still have to submit a report?

Yes. You can complete and email the *Assessment Planning* form if your program has not completed an assessment between June 1, 2009 and September 30, 2010.

8. Where do I email my program's report?

airo@hawaii.edu

9. What resources are available to help me complete the report?

✽The Assessment Office offers workshops & consultations

Workshop Schedule: www.manoa.hawaii.edu/assessment/workshops

Email: airo@hawaii.edu

Phone: 956-4283 or 956-6669

✽Website Links

* UHM Examples

- [Colleges of Arts & Sciences Student Academic Services](#)
- [Residence Halls](#)

* Handbooks

- *The Administrative Unit Assessment Handbook: Guidelines for Planning and Implementing. Measuring Student Support Services and Administrative Outcomes.* University of Central Florida.
- *Assessment: A Guide to Developing and Implementing Effective Outcomes Assessment. Academic Support and Administrative Units at AUC.* American University in Cairo