

## Assessment Results & Improvement Plan

Department/Program and Degree:	Assessment Office
Assessment Project Name:	<i>Co-Curricular Annual Assessment Report: Information Workshop</i>
Semester/Yr Evidence Collected:	Fall 2010
Program Assessment Coordinator:	Marlene P. Lowe & Monica Stitt-Bergh
Person submitting results:	Marlene P. Lowe
Date submitted:	October 21, 2010

### Executive Summary:

The Assessment Office offered 2 workshops entitled *Co-Curricular Annual Assessment Report: Information Workshop* in September 2010. Because this is the first year co-curricular programs are asked to submit annual assessment reports, the AO offered workshops to acquaint report submitters with the reporting options and requirements.

Of the 20 workshop participants, 7 completed the on-line survey. The survey was sent 1-2 days after each workshop. Overall, the respondents met the learning outcomes and indicated the workshop was “effective.”

### 1. State the SLO(s) that was Assessed, Targeted, or Studied

—or—

#### State the Assessment Question(s) and/or Goal(s) of Assessment Activity

*What did the program want to find out?*

At the end of today’s session, you can:

1. Complete your annual assessment report
2. Locate help.

### 2. State the Type(s) of Evidence Gathered

*To assess the outcome or answer the assessment question, what evidence was collected?*

1-2 days after the workshop, participants received an invitation to take an on-line survey.

### 3. State How the Evidence was Interpreted, Evaluated, or Analyzed

*What process was used to interpret, evaluate, or analyze the evidence? Who was involved?*

Marlene analyzed the data then discussed the results with Monica.

### 4. State How Many Pieces of Evidence Were Collected

If applicable, please include the sampling technique used.

7 out of the 20 workshop participants completed a survey (35% response rate)

**5. Summarize the Actual Results**

- 86% of respondents reported being confident in their ability to complete their annual reports
- 100% of respondents reported being confident in their ability to locate help
- 83% of respondents rated the overall effectiveness of the workshop as “effective.”

See Appendix A for actual results

**6. In addition to the actual results, were there additional conclusions or discoveries?**

**7. Briefly Describe the Distribution and Discussion of Results**

*Who received the results? In what forum did the discussion of the results take place?*

Results were distributed and discussed informally.

**8. Use of Results/Program Modifications:  
State How the Program Used the Results**

--or--

**Explain Planned Use of Results**

*Please be specific. Include a timeline and key people as appropriate.*

At present, the AO does not plan to make changes to this workshop.

**9. Reflect on the Assessment Process**

*What went well?*

*What didn't go well?*

*Is there anything related to assessment procedures your program would do differently next time?*

The low response rate is of concern. The low response rate could in part be due to the fact the AO did not send follow up survey reminders. In the future, the AO will need to do this if it wants to continue using an on-line survey.

**10. Other Important Information**

**APPENDIX A**  
**Workshop Evaluation**

*On a scale of 1-4 where 1=NOT CONFIDENT and 4=VERY CONFIDENT, how confident are you in your ability to:*

	1	2	3	4	Unsure
complete your annual assessment report	--	14% (1)	43% (3)	43% (3)	--
locate "help"	--	--	14% (1)	86% (6)	--

*On a scale of 1-4, where 1=NOT EFFECTIVE and 4=VERY EFFECTIVE, please rate:*

	1	2	3	4	Unsure
the overall effectiveness of the workshop.	17% (1)	--	50% (3)	33% (2)	--

**What did you find most helpful about the workshop?**

- \* Comments from participants and conductors.
- \* Learning what is expected of us.
- \* The "puzzle" where we could see an example of a completed report and try to put elements of that report into the appropriate places. It was also helpful to have clarification on some of the reporting items. We initially thought we had to submit both a planning and reporting template, but the workshop clarified the requirements.
- \* The emailed reminder. Seeing an actual finished report.
- \* The real example of another program used in the report "puzzle".
- \* Activity with Arts & Sciences sample and FAQ's.

**What did you find least helpful about the workshop?**

- \* While the "puzzle" was a good idea in theory to get participants to engage in task-based learning, there was no/very little time to actually critically look at and, ultimately, discuss how and why the pieces belonged where they did. This made it seem like busy work.
- \* Everything was helpful, if only as reinforcement of what we plan to do.
- \* We didn't get a hard copy of the finished report.
- \* It was all very good and I benefited from the entire workshop. Thank you!

### **Comments? Additional feedback?**

- \* Although I attended these workshops thinking that 1) I want to hear, learn and use appropriate evaluation practices for my program and 2) I want to have open discussion with others engaging in program evaluation, I realize that few, if any, are at the same stages as I am; thus, I think meeting with the MAO personnel personally instead of attending these workshops would benefit me more.
- \* Mahalo!
- \* Loved it! Very helpful! Thank you so much!
- \* I didn't get anything new from this workshop.
- \* It might help me if more examples of Co-curricular Planning forms were available. Thanks again for your assistance.