

## Assessment Results & Improvement Plan

Department/Program and Degree:	Assessment Office
Assessment Project Name:	<i>2010 Academic 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 20, 2010

### Executive Summary:

The Assessment Office (AO) offered 6 workshops entitled *Academic Annual Assessment Report: Information Workshop* between September 20, 2010 and October 12, 2010. The purpose of the workshop was to acquaint participants with the Academic Annual Assessment Reporting system, answer questions, and facilitate the meeting of the October 15, 2010 deadline for submission of annual assessment reports.

Of the 23 people who attended, 13 completed the on-line survey. The survey was sent 1-2 days after each workshop. Overall, the participants met the learning outcomes. All respondents indicated the workshop was “effective.”

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

At the end of the session you can:

1. Locate and log in to the Annual Assessment Report System
2. Input your program’s Annual Assessment Report
3. Locate help resources

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

Participants received an on-line survey 1-2 days after each workshop.

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

Marlene analyzed the data then discussed the results with Monica.

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

13 out of 23 (57%) attendees completed the on-line survey. Of the 13 respondents, 2 had input an annual assessment report in the past.

### 5. Summarize the Actual Results

- 100% of the respondents were confident in their ability to locate the Annual Assessment Report System.

- 100% of the respondents were confident in their ability to input their annual reports.
- 100% of respondents were confident in their ability to locate help resources.
- 92% of respondents indicated the workshop sufficiently prepared them to enter their reports while 8% were unsure.
- 100% of respondents rated the workshop “effective.”

See Appendix A for responses to question #6.

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

The low attendance may indicate fewer workshops are needed. Unless major changes are made to the reporting system, the AO will consider offering 3-4 workshops next year.

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

Results were distributed and discussed informally.

**8. Use of Results/Program Modifications:**

At present, the AO is satisfied with the results and does not have plans to make changes to this workshop.

**9. Reflect on the Assessment Process**

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**

(Verbatim responses from question #6)

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

- Your workshops are always very helpful and well organized. Many thanks.
- The main issue is the collection of data needed for the Assessment Report. The technicalities for inputting the data online are fairly simple. The exercised helped but each department and division is so different. Since the Assessment Report is due October, it would be better to have the workshop in spring.
- The workshop was very effective and accomplished the workshop objectives described in the beginning.
- Loved the match the answer to the question part. It really helped me see how much easier the report was than I had expected.
- I learned that is was a department or program assessment. Thus I need to meet with other instructors to develop some of the answers for the program.
- Marlene and Monica were very clear and helpful. I feel confident that I will be able to enter our School's report, and I know where to look if I have any trouble.
- Workshop was a good refresher.