**Student Affairs Assessment Reporting Format**

Each unit will be asked to provide a one page departmental overview, a written report to the Student Affairs Assessment Team each summer. In addition, the departments will be asked to present a 5 minute summary of their assessment data/findings at the fall divisional meeting.

**Requirements of the Written Report (See Rubric)**

* No more than 10 pages, single spaced with 12 point font size within the word format attached. The written report will be due with the departments annual report on August 1st each summer.
  + Articulate your **intended outcome**.
  + Describe the **current experiences, services or interventions** in place that address the intended outcome.
  + Describe your **method** used to collect the data for the outcome. (Copies of survey instruments may be included as part of the appendix and include when data was collected and how it was collected.)
  + Present the **results** of this outcome. (You may wish to attach supporting information in charts or tables and remember to describe the analysis used, who results were reported to, and what results you found.)
  + Provide a narrative of the **implications for practice**. (What programmatic and assessment changes are you planning to incorporate into your unit in the future? Are there any budgetary implications for the future? How has this information informed your practice?)

**Student Affairs Assessment Review Rubric**

* The rubric will be the tool used by the Student Affairs Assessment Team to provide feedback on the written report to the department.

**Requirements for the Student Affairs Assessment Web Page**

* The Final Written Report
* Additional Documents in an Appendix of the Written Report

**Requirements for Oral Summary (Student Affairs Fall Divisional Meeting)**

* **FORMAT –** 5 minute summary presentation before the entire Student Affairs Division
* **CONTENT –**
  + What was the **OUTCOME** you were looking at the previous year?
  + What was the **RESULT** from the previous year’s assessment report?
    - What did you learn from these results? What was the level of involvement of staff in your unit in each part of the process – writing outcome, establishing methods, discovery of results, discerning future implications for practice?
  + What are the **IMPLICATIONS FOR PRACTICE** of these results?
    - How are you using looping within your assessment processes? How will you integrate your results into your practice? What’s changing? What new questions do you have? What stakeholders were involved?
  + What is your **NEW OUTCOME** that you will be assessing this year?

Drafted 5/4/2016; Updated 8/4/2023