



# 2023-2024 Annual Assessment Instructions

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# Where to Find the Assessment Template

1.

Go to Microsoft Teams and find the DSA Assessment Archives group

2.

Once there, go to the sidebar on the left and find "Unit-Level Assessment Archives"

3.

Go to the top of the page and click on "files"

4.

Once in "files," find your department, then click on the "2023-2024" folder

5.

Then click on the Assessment plan template to open

Microsoft Teams

Search

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Teams

Assignments

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Files

...

Apps

< All teams

1.

2.

DSA Assessment Archives-Group

General

Annual Reports

Assessment Tracker

Pre-2020 Divisional Assessment Materials

Templates and Resources

Unit-Level Assessment Archives

Unit-Level Assessment Archives

3.

Files

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+ New

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Unit-Level Assessment

	Name	Modified	Modified By	+ Add column
	Athletics	May 3, 2021	Kelly C Ball	
	CASE IEC	May 3, 2021	Kelly C Ball	
	CASE LGBTQ+RC	May 3, 2021	Kelly C Ball	4.
	CASE MAVRC	November 22, 2022	Jessica Dominique ...	
	CASE WRC	May 3, 2021	Kelly C Ball	
	CCBLLR (prior to 2022)	June 5	Kelly C Ball	
	Children's Learning Center	May 3, 2021	Kelly C Ball	
	Dean of Students (includes SAPS)	May 4, 2021	Kelly C Ball	
	Divisional Budget and Finance	May 3, 2021	Kelly C Ball	
	Retail Services	May 3, 2021	Kelly C Ball	
	SHAW Counseling	December 9, 2022	Kelly C Ball	

Q Search

 **Unit-Level Assessment Archives**

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Unit-Level Assessment > Student Learning, Assessment & Planning

	<div>📄 Name</div>	<div>📅 Modified</div>	<div>👤 Modified By</div>
	<div>📁 2020-2021</div>	May 3, 2021	Kelly C Ball
	<div>📁 2021-2022</div>	May 3, 2021	Kelly C Ball
	<div>📁 2022-2023</div>	June 27, 2022	Kelly C Ball
4.	<div>📁 2023-2024</div>	July 6	Jessica Dominique ...

Q Search

 **Unit-Level Assessment Archives**

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Unit-Level Assessment > Student Learning, Assessment & Planning > 2023-2024


	<div>📄 Name</div>	<div>📅 Modified</div>	<div>👤 Modified By</div>	
5.	<div>📄 Assessment Template 4.0 for 23-24.xlsx</div>	July 6	Jessica Dominique ...	+



# Assessment Plan

Make sure you are in the Annual Assessment Plan tab and not the Annual Assessment reflection or rubric

	A	B	C	D	E
1					
2			<b>2023-2024 Assessment Plan</b>		
3					
4			Assessment Unit:		
5			Contact Person:		
6					
7			Goals: what does your department hope to accomplish this year? (These can come from the Strategic Plan and/or be unique to your unit)		
8					
9					
10			<b>Activities, Programs, Services, or Initiatives</b>	<b>Rationale--The Why</b>	
11			What will you assess this year? (Write in only one item per row and add rows as needed)	Why are you doing this activity, program, service, or initiative? In other words, what is the purpose of the activity? Some examples include: <ul style="list-style-type: none"><li>• Student Support</li><li>• Student learning and development</li><li>• Community building</li><li>• Operational efficiency</li><li>• Staff learning and development</li><li>• Examining satisfaction</li><li>• Examining return on investment</li></ul>	Why include this activity in this assessment plan? Some examples include: <ul style="list-style-type: none"><li>• Trying something new</li><li>• Never been assessed before</li><li>• Continuous Improvement</li><li>• Required for compliance, accreditation, grants</li></ul>
12			1		
			2		



< > ≡ Annual Assessment Plan Plan Rubric Annual Assessment Reflection Reflection Rubric +

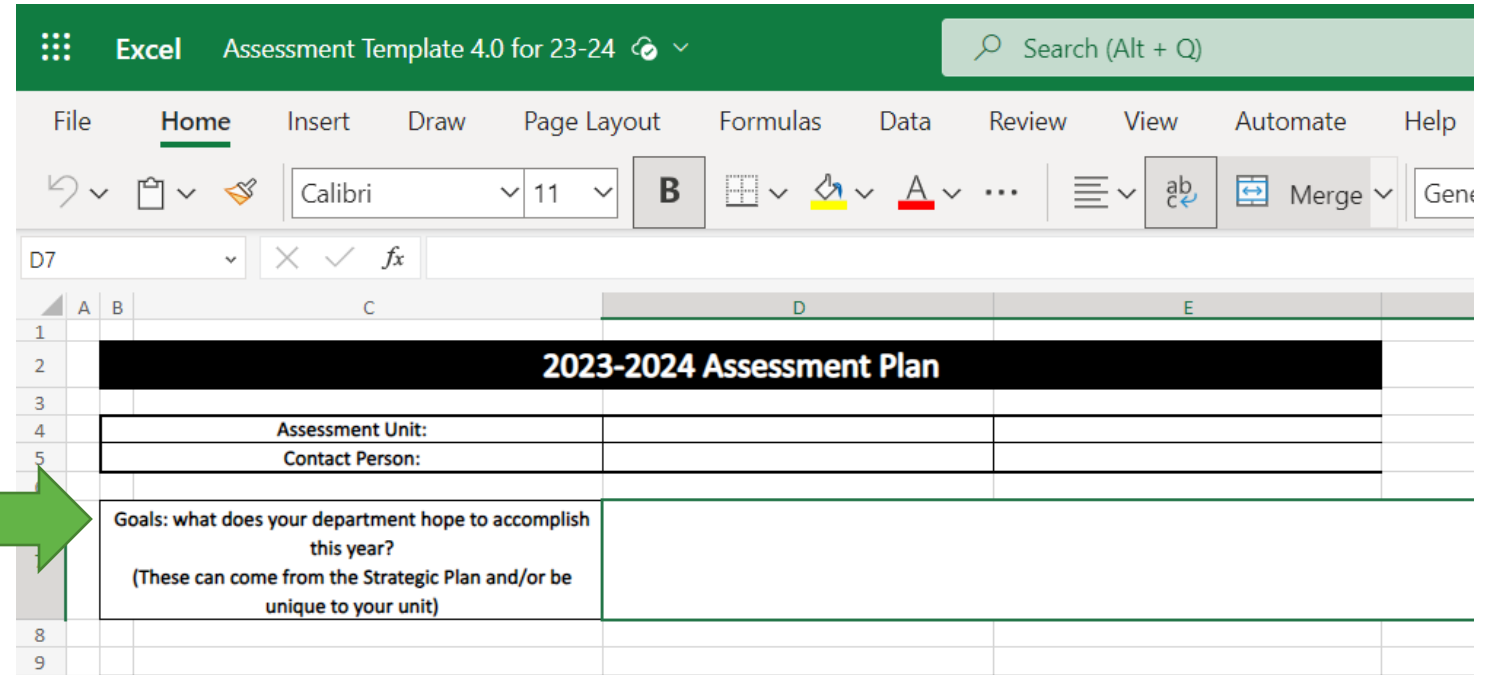
# Getting started

- Start the Annual Assessment plan by identifying which Student Affairs unit you work in
- Then identify who will be the contact person for the unit

2023-2024 Assessment Plan	
Assessment Unit:	
Contact Person:	

# Goals

- Think and identify what goals your unit will have for the coming year
  - What do you want to focus on?
  - What do you want to improve on?
  - What do you want to learn more about?
  - Are there any trends you've seen?



	A	B	C	D	E
1					
2					
3					
4			Assessment Unit:		
5			Contact Person:		
6					
7					
8					
9					

# Activities, Programs, Services, or Initiatives

- Based on your goals, what activities, programs, services, or initiatives will you assess throughout the year?
- The activities, programs, services, or initiatives you plan to assess should connect to your goal and show how what you plan to assess could help you achieve or gain an understanding of your goal

Activities, Programs, Services, or Initiatives	
	What will you assess this year? (Write in only one item per row and add rows as needed)
1	
2	
3	



# Rational

- The goal of the rational section is to think about *why*.
  - What is the purpose of this activity: why is it important?
  - Why are you including this activity in this year's template? (Remember: you don't need to include every activity every year!)
  - What is the connection between this activity and your goal?

Rationale--The Why		
<p>Why are you doing this activity, program, service, or initiative? In other words, what is the purpose of the activity?</p> <p>Some examples include:</p> <ul style="list-style-type: none"><li>•Student Support</li><li>•Student learning and development</li><li>•Community building</li><li>•Operational efficiency</li><li>• Staff learning and development</li><li>•Examining satisfaction</li><li>•Examining return on investment</li></ul>	<p>Why include this activity in this assessment plan?</p> <p>Some examples include:</p> <ul style="list-style-type: none"><li>•Trying something new</li><li>•Never been assessed before</li><li>•Continuous Improvement</li><li>•Required for compliance, accreditation, grants</li></ul>	<p>How will this help your team move closer to the goal(s) listed above?</p>

# Inputs

- The goal for inputs is to have units think about what previous data or evidence was used to decide what activity, program, service, or initiative they want to assess.
  - Is there an article or research that you are using to inform your practice?
  - What happened when you conducted a similar event?
  - Do you have data from last year's assessment plan that is informing your decisions this year?

Inputs
<p>What previous data/evidence was used to plan this activity, program, service, or initiative?</p>

# Outputs

- Outputs- What questions do you want to answer with the data/evidence you collect?
  - These questions can be broad, but thinking about what you want to know will help you design your collection plan
- What will you have as a result of this work?
  - You might have a new policy, procedure, brochures, or something tangible.
  - You might be able to estimate the size of the folks you hope to impact (e.g., your staff, student employees in your area, or an estimated number of attendees at an event).

Outputs	
What question(s) do you want to answer with data/evidence? (e.g., how did students feel about X, how well did students learn Y, what is the impact of this activity on retention, etc.)	List any deliverables (documents, materials, trainings, products) generated by this activity, program, service, or initiative. You can also include an approximation of how many students/staff do you anticipate impacting.

# Outcomes

- What will be different after you have completed this work?
  - Do you hope something will increase (satisfaction, revenue, etc.) or decrease (number of errors, time spent on a procedure, etc.) as a result?
  - Will students feel a certain way, such as more connected to each other, UWM or Milwaukee?
  - Will students or staff have learned something as a result?

## Outcomes

What is this intended impact of this activity, program, service, or initiative (e.g., knowledge, skills, attitudes, habits that students take from the experience; increased satisfaction; improved rankings; decreased complaints, etc.)?

[NOTE: If this is a Student Learning and Development activity, please include specific student learning outcomes]

# Targets

- The goal for targets is to make the outcomes more quantifiable. For example:
  - What percentage of your targeted population do you want to achieve your goal?
  - Would you want to increase customer satisfaction from X to Y%?
  - Would you want to increase who participates in your services, such as an increase of 20 additional first-year students?

## Targets

What are your targets? (e.g., what percentage of student will achieve the learning outcome, how many students would you like to attend, what percentage of customers report being satisfied, etc. )

# Collection Details

- The "Collection Details" section asks units to consider and plan how they will compile and examine the information they want to gather from their initiatives, programs, services, and activities.

Collection Details			
What data/evidence will you collect?	Who will collect this data/evidence ?	How/When will you collect and analyze this data/evidence?	How do you anticipate using the results?



# Feedback

- The DSA Assessment Committee will review submitted assessment plans and provide constructive feedback for units to revise their plans

