



# 2023-2024 Annual Assessment Reflection Instructions

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Division of Student Affairs

# 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.

Here you will find the 2023-2024 Assessment Template

Microsoft Teams

Search

Activity

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1.

DSA Assessment Archives-Group

↓

Unit-Level Assessment Archives

2.

General

Annual Reports

Assessment Tracker

Pre-2020 Divisional Assessment Materials

Templates and Resources

Unit-Level Assessment Archives

Unit-Level Assessment Archives

3.

Files

Notes

+

+ New

↑ Upload

⌄ Edit in grid view

🔗 Share













🔗 Copy link

🔄 Sync


...

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**

PostsFilesNotes+

+ New

↑ Upload

📄 Edit in grid view

🔗 Share

🔗 Copy link


🔄 Sync

⋮

Unit-Level Assessment > Student Learning, Assessment & Planning

	Name	Modified	Modified By
	2020-2021	May 3, 2021	Kelly C Ball
	2021-2022	May 3, 2021	Kelly C Ball
	2022-2023	June 27, 2022	Kelly C Ball
4.	2023-2024	July 6	Jessica Dominique ...

Q Search

 **Unit-Level Assessment Archives**

PostsFilesNotes+

+ New

↑ Upload

📄 Edit in grid view

🔗 Share

🔗 Copy link

🔄 Sync

⋮

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

	Name	Modified	Modified By
5.	Assessment Template 4.0 for 23-24.xlsx	July 6	Jessica Dominique ...



# Using the Assessment Reflection Template

- Open the Assessment Plan you created in the previous Fall
  - Click on the Annual Assessment Reflection Tab within this document

Excel Assessment Template 4.0 for 23-24

Search (Alt + Q)

Home Insert Draw Page Layout Formulas Data Review View Automate Help

Calibri 11 B

Comments

2023-2024 Assessment Reflection

Assessment Unit:  
Contact Person:

Overall Reflection:  
Where is your team on the journey to reaching your goals?

Activities, Programs, Services, or Initiatives	Data Collected	Summary of Results	Reflection	Communication	Use of Results
What activities, programs, services, or initiatives did you assess this year? (Copy items from the Assessment Plan)	What data/evidence did you collect? Please note any supporting files you have added to the folder in the Student Affairs Assessment Practitioners Team page.	What were the summarized results? [e.g., how did your results compare with your targets? Did you achieve planned outputs and outcomes?]	What went well? Would could be improved? What surprised you? What did you learn?	How are you going to share this information with stakeholders, internal UWM audiences, and (if applicable) audiences outside of UWM? Will you encourage others to provide feedback?	How are you going to use this information to make future decisions, planning, ROI, and/or improve student learning?
1					
2					

Annual Assessment Plan Plan Rubric Annual Assessment Reflection Reflection Rubric +



# Getting started

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

2023-2024 Assessment Reflection	
Assessment Unit:	
Contact Person:	

# Review the goals that you created in the Annual Assessment Plan

G4

	A	B	C	D	E	F	G
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>			<b>Inputs</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: • Student Support • Student learning and development • Community building • Operational efficiency • Staff learning and development • Examining satisfaction • Examining return on investment	Why include this activity in this assessment plan? Some examples include: • Trying something new • Never been assessed before • Continuous Improvement • Required for compliance, accreditation, grants	How will this help your team move closer to the goal(s) listed above?	What previous data/evidence was used to plan this activity, program, service, or initiative?
	1						

# Overall Goal Reflection

- Write a few sentences summarizing this academic year.
  - This should be broad and describe whether you reached your goals.
  - Don't be afraid to "toot your own horn" and share some successes!
  - Remember that you are working to improve, so it is expected that there have been bumps in the road!

•TIP: This is a good place to include any extenuating circumstances that might have hindered your progress, such as staff turnover or a global pandemic.

Overall Reflection:

Where is your team on the journey to reaching your goals?



**Copy the activities, programs, services or initiatives that you assessed from the plan into the reflection.**

**What activities, programs, services, or initiatives did you assess this year?**  
**(Copy items from the Assessment Plan)**

Relaunch continuous improvement cycle and culture of assessment for Student Affairs Units to document student impact

Determine leading indicators that Student Affairs can use to measure student impact on retention [Note: This will likely be a multi-year project]

Bring more student participation into the assessment process [Note: This will likely be a multi-year project]

Annual Assessment Plan

Annual Assessment R

# Data Collected

Data Collected
<p>What data/evidence did you collect?</p> <p>Please note any supporting files you have added to the folder in the Student Affairs Assessment Practitioners Team page.</p>

- Describe what data/evidence you were able to collect.
  - For example, did you administer a survey, collect attendance numbers, track the number of clicks on a website or link?
  - This can be very brief – feel free to reference other documents or reports and then put the other reports in the “evidence” file.

# Summary of Results

- Write a brief summary of your results from each item you assessed.
  - What did your evidence tell you?
  - Did you reach your targets? How about your outputs and outcomes?
  - Feel free to reference other documents or reports and then put the other reports in the “evidence” file.

Summary of Results
What were the summarized results? [e.g., how did your results compare with your targets? Did you achieve planned outputs and outcomes?]

# Reflection

- Reflect on the assessment process
  - This is the most important part of the document and gives you a chance to pause and think about your assessment process.
  - Remember that you are looking to improve, so be honest about your journey and the lessons you have learned.

Reflection
What went well? What could be improved? What surprised you? What did you learn?

# Communication

- What are your plans for sharing the results of what you assessed?
  - Is there information that needs to be shared internally within your department?
  - Would any of the results be useful for others across the Division or UWM?
  - Were there opportunities for students to receive information or provide input into your results?

Communication
How are you going to share this information with stakeholders, internal UWM audiences, and (if applicable) audiences outside of UWM? Will you encourage others to provide feedback?

# Use of Results

- The last column provides space for you to “close the loop.” Please describe how you will do something actionable with what you have learned this year.
  - TIP: What you write in the last column might provide ideas for next year’s assessment plan activities.

Use of Results
How are you going to use this information to make future decisions, planning, ROI, and/or improve student learning?



# How to Store Non-Identifiable Evidence and Reports

- Store supporting evidence in the Student Affairs Assessment Teams folder (e.g., aggregated survey results, meeting minutes, notes, reports, handouts, etc.)
- These folders can be viewed by others in the Division

The screenshot displays the Microsoft Teams application interface. On the left sidebar, the 'Files' tab is selected, showing a list of folders under the 'DSA Assessment Archives-Group'. The 'Unit-Level Assessment Archives' folder is highlighted. The main pane shows the contents of this folder, which is titled 'Unit-Level Assessment Archives'. Below the title, there are tabs for 'Posts', 'Files', and 'Notes'. The 'Files' tab is active, showing a list of files. The list has columns for 'Name', 'Modified', and 'Modified By'. A single file is listed: 'Assessment Template 4.0 for 23-24.xlsx', modified on 'July 6' by 'Jessica Dominique ...'. The breadcrumb path at the top of the main pane reads 'Unit-Level Assessment > Student Learning, Assessment & Planning > 2023-2024'.

Microsoft Teams

Search

Activity Chat Teams Assignments Calendar Calls Files

< All teams

**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** Posts Files Notes

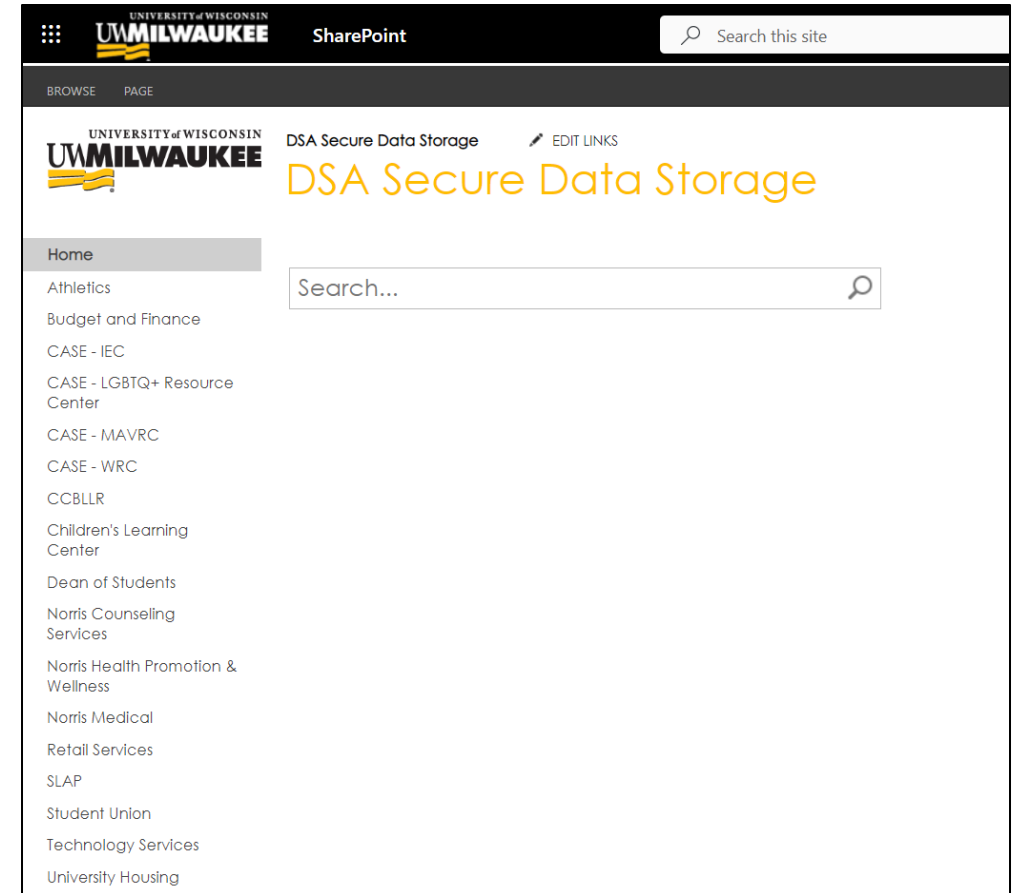
+ New Upload Edit in grid view Share Copy link Sync All Documents

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

Name	Modified	Modified By	+ Add column
Assessment Template 4.0 for 23-24.xlsx	July 6	Jessica Dominique ...	

# How to Store Student-Level Data Securely

- Store any protected data in the SA Assessment folder (e.g., student-level data, raw data, evaluations, portfolios, student reflections, etc.).
- These folders can be viewed by only your department, SAITS, SLAP, and SALT
- <https://panthers.sharepoint.com/sites/SAAssessment/SitePages/Home.aspx>



# Keeping Data Secure: Tips and Resources

## Do NOT

- DO NOT store or download identifiable data on personal computers or vulnerable media such as flash drives.
- DO NOT send identifiable data as an attachment in email.

## Please DO

- Delete identifying information (name, student/system ID, etc.) from your dataset as soon as possible.
- Share datasets with authorized people, when necessary, using OneDrive. Individuals should always use OneDrive's "Share" feature when sending High-Risk data, as opposed to sending the document's link in the email text. Utilizing "Share" allows the owner to specify the recipients of the document, along with the security settings in place for the document. See High Risk Data Guidelines for more information.
- Ensure that the dataset is shared specifically and only with the individual authorized to access it, and that it is not shared with "anyone with the link" or "anyone at UWM."

For more information, please visit: High Risk Data Guidelines at [High-Risk-Data-Guidelines.pdf\(uwm.edu\)](https://uwm.edu/academicaffairs/wp-content/uploads/sites/32/2022/04/High-Risk-Data-Guidelines.pdf)

**TIP: Adam Andrews, the Assessment Coordinator for Academic Affairs, recently created a document about Departmental Data and Equity that also has some very clear information on working with identifiable data on pages 4 and 5:**

[https://uwm.edu/academicaffairs/wp-content/uploads/sites/32/2022/04/Departmental\\_Data\\_and\\_Equity.pdf](https://uwm.edu/academicaffairs/wp-content/uploads/sites/32/2022/04/Departmental_Data_and_Equity.pdf)