*This form is to be used by Administrative and Student Services Offices for the purpose of assessing student learning outcomes (SLO), if applicable to the administrative office and office performance outcomes (OPO).*

**Academic and Student Services Unit:**

**Division:**

**Unit Assessment Coordinator (name, email and phone):**

**Reporting Year:**

**Unit Mission Statement:**

|  |  |
| --- | --- |
| **Unit Goals:** | **Actions, Plans or Steps Taken to Meet Unit Goals:** |
| **A:** |  |
| **B:** |  |
| **C:** |  |
| **D:** |  |

# Phase 1

*Specify the expected outcomes (SLO and OPO) and align each to unit goals and to the strategic plan. Not all offices are expected to have any SLOs.*

## - Outcomes (SLO & OPOs)

|  |  |
| --- | --- |
| **Outcome (*Next to each number indicate whether it is an SLO or OPO and write the outcome and indicate the unit goal being addressed by this outcome.)*** | **Alignment to Strategic Plan (**[**https://www.clayton.edu/strategic-plan/plan**](https://www.clayton.edu/strategic-plan/plan)**)**  **Simply select the capabilities and area of focus from the lists provided and delete the ones that do not align.** |
| 1: | Foundational Capabilities   * Achieving Financial Sustainability * Advancing Operational Excellence * Enhancing University Well-Being * Strengthening Reputation and Brand Awareness   Priority Areas of Focus   * Building Academic and Career Pathways * Driving Student Success and Social Mobility * Growing Enrollment * Increasing Community and Corporate Engagement |
| 2: | Foundational Capabilities   * Achieving Financial Sustainability * Advancing Operational Excellence * Enhancing University Well-Being * Strengthening Reputation and Brand Awareness   Priority Areas of Focus   * Building Academic and Career Pathways * Driving Student Success and Social Mobility * Growing Enrollment * Increasing Community and Corporate Engagement |
| 3: | Foundational Capabilities   * Achieving Financial Sustainability * Advancing Operational Excellence * Enhancing University Well-Being * Strengthening Reputation and Brand Awareness   Priority Areas of Focus   * Building Academic and Career Pathways * Driving Student Success and Social Mobility * Growing Enrollment * Increasing Community and Corporate Engagement |
| 4: | Foundational Capabilities   * Achieving Financial Sustainability * Advancing Operational Excellence * Enhancing University Well-Being * Strengthening Reputation and Brand Awareness   Priority Areas of Focus   * Building Academic and Career Pathways * Driving Student Success and Social Mobility * Growing Enrollment * Increasing Community and Corporate Engagement |
| 5: | Foundational Capabilities   * Achieving Financial Sustainability * Advancing Operational Excellence * Enhancing University Well-Being * Strengthening Reputation and Brand Awareness   Priority Areas of Focus   * Building Academic and Career Pathways * Driving Student Success and Social Mobility * Growing Enrollment * Increasing Community and Corporate Engagement |

## 1.2 - Outcome Changes Made Since the Previous Year

*Describe any changes that were made in the outcomes since the previous year. If no changes were made, then list NA.*

# Phase 2

*Description of measurement methods used to measure each outcome, their appropriateness/validity and the targets for performance for each outcome.*

## 2.1 – Measurement Methods and Targets

|  |  |  |
| --- | --- | --- |
| **Outcome (SLO1, OPO2, etc.).** | **Assessment Method/Type of Evidence details (Describe the assessment, why it is appropriate and how it will be evaluated.)** | **Describe your benchmarks or targets for performance for each outcome.** |
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## 2.2 - Changes/Improvements in Measurement Methods and Targets Since the Previous Year

## *Describe any improvements made on the measurement methods or targets of any outcome and provide the justification for the change or list NA.*

# Phase 3

*Collect, analyze, review and report results*

## 3.1 – What measures, when and how many students?

|  |  |  |  |
| --- | --- | --- | --- |
| **Outcome (SLO1, OPO2, etc.)** | **Specific Measure used this year** | **When was it measured (dates)** | **Number of Students Assessed** |
|  |  |  |  |
|  |  |  |  |

## 3.2 – Detailed Assessment Results

*Provide detailed assessment results in terms of distribution of achievement levels per outcome. These are expressed in frequency and percentage distributions of achievement levels. First provide actual results. If you are using a large survey, like NSSE for example, then you need to only report the data related to your outcome. Do NOT just put the entire survey results in the report or it will be returned to you for editing. Next check the correct box for appropriate target performance.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | ***Choose One*** | | |
| ***Outcome (SLO 1, OPO 2, etc.)*** | ***Actual Results*** | ***Target performance level achieved*** | ***Target performance level not achieved, but improvements noted from last cycle.*** | ***Target performance level not achieved and no improvements noted.*** |
|  |  |  |  |  |
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## 3.3 – Changes in Reporting Assessment Results Since Previous Year.

# Phase 4-Analyze & Use Results to Improve Outcomes (Continuous Improvement Action Plan)

4.1 – Analysis and Interpretation of Assessment Results

*Celebrate your accomplishments, but also describe improvements needed and improvements that could be made.*

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| --- | --- |
| Outcome | Analysis and Interpretation (based on data in Phase 3) |
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4.2 – Top Priority for Program Improvement

*Identification and description of a program improvement after considering all the analysis and results from the previous phases. Explain your actions steps and expectations of how the improvement will result in positive changes.*

4.3 – Evidence of Actively Seeking Program Improvement

*Provide evidence that the identification of program improvement in Phase 4.2 is actively underway or completed. Describe efforts in a narrative and provide evidence in the appendix (meeting agenda and minutes for example).*

4.4 – Updates on other Program Improvements underway or completed since previous year.

*If program improvements were included in section 4.2 from the previous year, then provide updates on what has been accomplished and indicate if results from this year showed an improvement in that outcome or program.*