

Assessment of Unit Outcomes Report Form A-2

Student Activities & Leadership

Unit

2005-2008

Assessment Period Covered

Instructions: This form should be used to report on each of your **Unit Outcomes**. You may not assess every unit outcome every year, but you will have a report for each outcome based on the year (2004-present) that it *was* assessed.

1. **Unit Outcome** (What characteristic, skill, behavior, or attitude did your unit intend to offer or enhance relative to student learning and development?)

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| <ul style="list-style-type: none">• Maintenance of qualified staff to ensure quality and effectiveness of Student Activities and Leadership programs and services. |
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2. **Strategies Used to Meet Unit Outcome** (What did you do?)

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| <ul style="list-style-type: none">• Increase communication through (emails, agendas, and correspondences) concerning professional conferences and workshop.• Fund staff members to attend professional conferences.• Attend National Association of Campus Activities Convention annually.• Participate in on-campus professional staff development initiatives and training• Adhere to the rules and regulations of the Texas of the Texas A&M University System• Attend annual Texas A&M System Student Affairs Symposium |
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- 3a. **First Measure or Means of Assessment for Outcome above and Criteria for Success** (Satisfaction Surveys, mock interviews, activity evaluations, focus group product, After-the-Trip Impact Statement, Internal and/or External Audit, Project Participation rates, Percentage increases, Attendance, Completion rates, etc.). Briefly explain the means or measure and how you determined achievement.

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| <ul style="list-style-type: none">• Consistent staff involvement through national positions with National Association for Campus Activities professional organization. |
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- 3b. **Results/ Findings.** (How did you do?)

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| <ul style="list-style-type: none">• 50% of the staff attended the National Association of Campus Activities National Convention in 2008 and 2009.• 75% of the staff attended the TAMUS Student Affairs Symposium in May 2008. |
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3c. Use of Results to Improve Unit Services (How did you use the findings?)

- **Utilized information gained through conference and workshop participation to strengthen current and create new programs.**

4a. Second Measure or Means of Assessment for Outcome above and Criteria for Success, if available.

Annual employee performance evaluations.

4b. Results/Findings

100% of staff rated 3.0 or greater on the 5.0 standardized Human Resources appraisal document.

4c. Use of Results

Results were used as success measures upon which to set new performance goals and staff development activities and initiatives.

5. Documentation (Where is the evidence located? (e.g. Vice President's Office, Office of the Associate Provost, Director's Office, Assessment Coordinator's Office, etc.?)

Redacted performance evaluations, memberships, travel records to professional meetings.

* May be repeated for additional means or measures, as appropriate.

This modified sample reflects the format offered by Nichols and Nichols in *A Road Map for Improvement of Student Learning and Support Services through Assessment*, 2005.

Assessment of Unit Outcomes Report Form A-2

Student Activities and Leadership

Unit

2005-2009

Assessment Period Covered

Instructions: This form should be used to report on each of your **Unit Outcomes**. You may not assess every unit outcome every year, but you will have a report for each outcome based on the year (2004-present) that it *was* assessed.

- 1. Unit Outcome** (What characteristic, skill, behavior, or attitude did your unit intend to offer or enhance relative to student learning and development?)

Organization and administration of policies and procedures that enhance access and delivery of programs, activities, and services at PVAMU.

- 2. Strategies Used to Meet Unit Outcome** (What did you do?)

1. Administer Membership Intake Forums each semester to educate students about the Membership Intake Process.
2. Handbooks include Cheerleaders, Panther Dolls, Campus Activities Board, Student Organization Advisers, Student Organizations.
3. Updated website
4. Provide ongoing walk-in consultation to students and student organization members.

- 3a. First Measure or Means of Assessment for Outcome above and Criteria for Success** (Satisfaction Surveys, mock interviews, activity evaluations, focus group product, After-the-Trip Impact Statement, Internal and/or External Audit, Project Participation rates, Percentage increases, Attendance, Completion rates, etc.). Briefly explain the means or measure and how you determined achievement.

External Audit Project 200405011 December 2004

- 3b. Results/ Findings.** (How did you do?)

Successful audit finding dated April 17, 2008

- 3c. Use of Results to Improve Unit Services** (How did you use the findings?)

1. Established effective cash handling procedures.
2. Restrictive endorsement of checks.
3. Documentation of deposit timeliness.

4. Issuance of pre-numbered receipts for cash received.

5. **Documentation** (Where is the evidence located? (e.g. Vice President's Office, Office of the Associate Provost, Director's Office, Assessment Coordinator's Office, etc.?)

Director of Student Activities and Leadership Email files; PVAMU Office of Compliance; Texas A&M System Internal Audit Office.

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This modified sample reflects the format offered by Nichols and Nichols in *A Road Map for Improvement of Student Learning and Support Services through Assessment*, 2005.

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Student Activities and Leadership

Unit

2005-2009

Assessment Period Covered

Instructions: This form should be used to report on each of your **Unit Outcomes**. You may not assess every unit outcome every year, but you will have a report for each outcome based on the year (2004-present) that it *was* assessed.

- 1. Unit Outcome** (What characteristic, skill, behavior, or attitude did your unit intend to offer or enhance relative to student learning and development?)

Administration of student leadership development programs and activities that encourage student intellectual growth, communication skills, social responsibility, collaboration and enhanced self-esteem.

- 2. Strategies Used to Meet Unit Outcome** (What did you do?)

1. Offer a series of student development workshops during the Annual Student Leadership Institute.
2. Administered assessment of selected major programs such as Homecoming, Jena 6 Civil Engagement trip, Student Leadership Institute, Presidential Inauguration Trip, Ethical Leadership Conference.

- 3a. First Measure or Means of Assessment for Outcome above and Criteria for Success** (Satisfaction Surveys, mock interviews, activity evaluations, focus group product, After-the-Trip Impact Statement, Internal and/or External Audit, Project Participation rates, Percentage increases, Attendance, Completion rates, etc.). Briefly explain the means or measure and how you determined achievement.

After Trip Impact Statements, surveys

- 3b. Results/ Findings.** (How did you do?)

1. Learning outcomes were achieved.
2. Impact statements written by students indicated that the Leadership Institute was perceived to be too short.

3c. Use of Results to Improve Unit Services (How did you use the findings?)

Based on statements written by students, the Student Leadership Institute was increased from 3.5 to 6.5 days.

4a. Second Measure or Means of Assessment for Outcome above and Criteria for Success, if available. (How did you determine achievement? Explain the means or measure. See section 3a for examples of measures.)

Student Satisfaction Survey.

4b. Results/ Findings. (How did you do?)

100% of students reported that the Institute was relevant and meaningful to the development of their leadership skills.

4c. Use of Results (How did you use the findings?)

Comments at the end of the survey included a response to add Steven Covey's 7 Habits for Highly Effective People. This was added as a plenary session and is now a standing part of the Institute.

5. Documentation (Where is the evidence located? (e.g. Vice President's Office, Office of the Associate Provost, Director's Office, Assessment Coordinator's Office, etc.?)

Notebooks in Student Activities and Leadership Office, Suite 221, Memorial Student Center