



HAMPDEN-SYDNEY COLLEGE

Unit Plans: Administrative and Academic Support Assessment Training

Office of Institutional Effectiveness

Types of Assessment at H-SC

- Academic
 - Majors
 - Standalone minors
 - Programs
 - Core Curriculum
- **Unit Plans: administrative and academic support units** (e.g., Rhetoric Studio, Business Office)

Unit Plan Assessment

- Who is assessed?
 - Administrative offices that indirectly serve the educational mission of the College.
 - Academic and student support services that support student success.
- What is assessed?
 - The administrative department's operational efficiency and its contribution toward the College's strategic plan.
 - The academic support service's direct and indirect support of faculty, student learning, or the college experience.
- Why are they assessed?
 - Evaluation of the office's or department's effectiveness: to improve effectiveness and efficiency
 - SACSCOC compliance
- Who completes assessments?
 - Supervisors and directors complete the assessment reports.

Annual Assessment Process

- Set 3-4 departmental goals at the end of July/beginning of August.
- Work toward achieving goals and collecting data to show progress toward goals
- Record results in assessment document
- Submit to Office of Institutional Effectiveness (OIE)
- OIE reviews reports and sends Feedback Report
- Department/Program makes changes and notifies OIE
- Repeat the following academic year

Components of a Unit Plan Assessment Report

- Department Mission
- Department Goals: 3-4 per department/office
 - Goal
 - Measure of Achievement
 - Results
 - Analysis of effectiveness of methods and achievement of goal
 - Improvements and changes

Assessment Report Completion Process

1. Goals: Specify 3-4 broad statements about the primary plans for the department.
 - Goals should be related to the College's mission.
2. Measure Achievement: Explain what methods and steps will be taken to determine whether the department achieves its goal.
 - Measures can be quantitative or qualitative but need to be specific.
3. Results: Report the results for each step taken to achieve the goal as well as the overall progress being made toward the goal.
4. Analysis: Analyze whether the planned steps were implemented and whether they were effectively used to achieve the goal.
5. Improvements: Identify what worked effectively vs. what did not and determine improvements to the process for next year.

Other Thoughts

- It is okay if the results indicate the department did not achieve its goal; the results need to be reported for all planned goals.
 - If a department plans a goal and no steps are taken to achieve it, explain why the steps were not taken.
- Primary goal of assessment
 - Evaluate effectiveness of departments and academic support services and make evidence-based improvements
- Goals should be realistic and measurable.
- Measures of achievement should be clear, specific, and directly related to the goal.