**DEPARTMENTAL ASSESSMENT PLANNING 2020-21**

Please engage the appropriate staff in your department to submit the following information by July 17th. This plan represents **a minimum** level of engagement with assessment to meet accreditation requirements, and broadly demonstrate the contributions of Student Affairs to Institutional mission and select goals. While this framework provides actionable data, it is not sufficient to fully inform decision making. If you have planned to implement additional assessment, and have the capacity to follow through, please do so.

**OUTREACH & ENGAGEMENT METRICS**

**Outreach**

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| What mechanisms will you use to **initiate** contact with key stakeholders to communicate information, educate, support, publicize, recruit, etc.  | If possible, how will you track instances\* of outreach for the mechanism with a reasonably high degree of accuracy?  |
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*\*The goal is to track INSTANCES OF OUTREACH. An instance is characterized as intended contact/outreach with an individual. Therefore if you send a newsletter 4 times across the year to 2,000 students, instances of outreach would equal 8,000. If you post to Instagram 20 times and have 100 followers, instances of outreach would equal 2,000.*

**Engagement**

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| What mechanisms will key stakeholders use to engage with your department? (appointments, meetings, programs, events, video/podcast/portal views, websites, other electronic tools, etc.) | If possible, how will you track instances\*\*\* of engagement for the mechanism with a reasonably high degree of accuracy?  |
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*\*\*\*The goal is to track INSTANCES OF ENGAGEMENT. An instance is characterized as engagement by an individual. This implies providing numbers of appointments, numbers of individuals who attended a meeting, event, or program, and other things like numbers of video/podcast/webpage/portal views, etc.*

**Student Affairs Outcomes 2020-21:**

1. To contribute to the achievement of the University’s academic mission through the delivery of co-curricular learning opportunities focused on the development of knowledge, skills and dispositions. (Learning Outcomes)

2. To impact student success through the delivery of services focused on wellbeing, resiliency and retention. (Learning Support)

3. To build and sustain campus environments characterized by inclusivity, belonging and engagement. (Learning Environment)

4. To implement operational processes efficiently and effectively. (Operational Excellence)

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|  **Program/service you plan to assess** |  **Indicate the SA outcomes described above that the program/service aligns with and will assess\*\*\*** |
|  | **Outcome 1****Learning** | **Outcome 2****Support** | **Outcome 3****Environment** | **Outcome 4****Operation Ex** |
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**\*\*\*There are core questions designed to measure each outcome. A Core Assessment survey including all core questions has been created for your department and is housed in your Campus Labs Baseline site. Staff can either:**

1. **Copy the Core Assessment survey, delete questions that do not align with the outcomes of the program/service, and add additional questions as needed.**

**OR**

1. **Cut and paste questions that align with the outcomes of the program/service into existing departmental surveys.**

**ALL SURVEYS RELATED TO PROGRAMS & SERVICES THAT ALIGN WITH ONE OR MORE OF OUR STUDENT AFFAIRS OUTCOMES SHOULD UTILIZE APPROPRIATE CORE QUESTIONS.**