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**PART 1: Key Accomplishments & Challenges**

*A. Use bulleted list to identify your top 3 departmental accomplishments from 20221-23.*

*B. Use bulleted list to identify the top 3 challenges facing the department in the coming year.*

**PART 2: OUTCOMES REPORTING**

**While department may not contribute data for every strategic priority outcome every year, data should be reported for all priorities across a five-year cycle. Check each section for REQUIRED data.**

**Student Learning (Required every year)**

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| **EVERY department should assess at least one learning opportunity aligned with at least one division-wide learning outcome (Curricular Approach) during the 2022-2023 academic year.**  Learning opportunities can be characterized as educational programs, trainings, leadership positions or roles, participation in a process (e.g. honor court hearing), student employment, EDUC classes, or intentional conversations (e.g. counseling, advising, coaching appointments). |
| This section should report on the division-wide **learning outcome(s)** you measured across the academic year. In addition to division-wide learning outcome(s), departments may identify, measure and report on learning outcomes specific to department/program learning goals.  **NOTE:** Learning Outcomes focus on what a stakeholder should know or be able to do after participating in a learning opportunity. Learning Outcomes **ARE NOT** statements detailing what a department will do. For example, “UCS will deliver weekly workshops focused on career planning and development.” **IS NOT** a learning outcome.  **EXAMPLE DATA** for these outcomes would include:   1. Response summaries (e.g. frequency counts, means, charts/graphs) of Student Affairs Core Survey Question(s) aligned with division-wide learning outcomes. 2. Any additional response summaries of data collected that align with learning outcomes specific to department/program learning goals (e.g. frequency counts, means, charts/graphs, rubrics annotated with findings, and/or a thematic summary of qualitative data with specific examples of comments) |
| **Learning Outcome 1: (Required)**  **Data demonstrating progress toward or achievement of the outcome: (text, tables, charts/graphs)**  **Decisions or Actions Made Based on Data:**  **When do you plan to re-assess this learning outcome following data-informed decisions/actions?** |
| **Learning Outcome 2: (Optional)**  **Data demonstrating progress toward or achievement of the outcome: (text, tables, charts/graphs)**  **Decisions or Actions Made Based on Data:**  **When do you plan to re-assess this learning outcome following data-informed decisions/actions?** |
| **Add rows for any additional Learning Outcomes assessed this academic year: (Optional)**  **Data demonstrating progress toward or achievement of the outcome: (text, tables, charts/graphs)**  **Decisions or Actions Made Based on Data:**  **When do you plan to re-assess this learning outcome following data-informed decisions/actions?** |

**Promote & Advocate (Outreach Metrics Required each year)**

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| **Division-wide *Promote & Advocate* Outcome:**  ***The department and Student Affairs leadership will keep stakeholders informed of programs, services and resources in support of student success.*** |
| **EXAMPLE DATA** for this outcome would include:  1. Outreach Metrics. See departmental Assessment Planning Worksheet for the metrics your department has selected to track. (**Required**)  2. Response summaries (e.g. frequency counts, means, charts/graphs, thematic summaries) of the Student Affairs Core Survey Question(s) designed to measure the Promote & Advocate outcome. |
| **Data demonstrating progress toward or achievement of the outcome: (Outreach Metrics Required)**   |  |  | | --- | --- | | What mechanisms will you use to **initiate** contact with key stakeholders to communicate information, educate, support, publicize, recruit, etc. | Community engagement with each outreach mechanism? | |  |  | |  |  | |  |  | |  |  | |  |  | | **Add Rows as Needed** |  |   **Decisions or Actions Made Based on Data when Feasible:** |
| **Response summaries (e.g. frequency counts, means, charts/graphs, thematic summaries) of the Student Affairs Core Survey Question(s) designed to measure the Promote & Advocate outcome.**  **Core Question:** *(Department) uses communication/marketing effectively to promote programs, services and resources.*  **Follow Up Question:** Set up DISPLAY LOGIC to show the following open-ended question should a respondent answer on the negative side of the scale:  *How could (department) better promote their programs, services and resources?*  **Data:**  **Decisions or Actions Made Based on Data when Feasible:**  **When do you plan to re-assess following data-informed decisions/actions?** |

**Foster Safe & Inclusive Communities (Departments should make every effort to assess this outcome in some way every year)**

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| **Division-Wide *Foster Safe & Inclusive Communities* Outcome**  ***The department and Student Affairs leadership will contribute to building and sustaining safe, supportive, and inclusive campus environments.*** |
| **EXAMPLE DATA** for this outcomes would include:   1. Response summaries (e.g. frequency counts, means, bar charts) of Student Affairs Core Survey Question(s) designed to measure the Safe & Inclusive Communities outcome. 2. Response summaries (e.g. frequency counts, means, bar charts) of department/program/service specific survey items, rubrics annotated with findings, or a thematic overview of qualitative data with specific examples of comments. 3. Disaggregated participation/survey data to demonstrate outcomes related to climate & inclusion. |
| **Response summaries (e.g. frequency counts, means, charts/graphs) of one or more of the Student Affairs Core Survey Question(s) designed to measure the Safe & Inclusive Communities outcome.**  **Core Question:** *(Department/Program) demonstrates a commitment to equity and inclusion.*  **Follow Up Question:** Set up DISPLAY LOGIC to show the following open-ended question should a respondent answer on the negative side of the scale:  *How could (department/program) more clearly express their commitment to equity and inclusion?*  **Core Question:** *In (working with department OR participating in X) I feel/felt like a respected member of the campus community.*  **Follow Up Question:** Set up DISPLAY LOGIC to show the following open-ended question should a respondent answer on the negative side of the scale:  *What could (department/program/service) do to better support you in feeling like a respected member of the campus community?*    **Core Question:** *My (employment/leadership position in Department) helped me develop knowledge and/or skills to contribute to the development of equitable and inclusive communities.*  **Follow Up Question:** Set up DISPLAY LOGIC to show the following open-ended question should a respondent answer on the negative side of the scale:  *What types of opportunities/experiences could the department provide to help you develop knowledge/skills to contribute to the development of equitable and inclusive communities.*  **Data:**  **Decisions or Actions Made Based on Data when Feasible:**  **When do you plan to re-assess following data-informed decisions/actions?** |
| **Response summaries (e.g. frequency counts, means, charts/graphs) of department/program/service specific survey items, rubrics annotated with findings, or a thematic overview of qualitative data with specific examples of comments.**  **Data:**  **Decisions or Actions Made Based on Data when Feasible:**  **When do you plan to re-assess following data-informed decisions/actions?** |
| **Disaggregated participation/survey data to demonstrate outcomes related to climate & inclusion.**  **Data:**  **Decisions or Actions Made Based on Data when Feasible:**  **When do you plan to re-assess following data-informed decisions/actions?** |

**Collaboration & Partnerships (Presentations/Collaborations data required each year)**

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| **Division-Wide Collaboration & Partnerships Outcome**  ***The department and Student Affairs leadership will engage collaboration and partnerships to enhance student and staff experiences including professional development, health and well-being.*** |
| **EXAMPLE DATA** for this outcomes would include:   1. Response summaries (e.g. frequency counts, means, bar charts) of Student Affairs Core Survey Question(s) designed to measure the Collaboration & Partnerships outcome. 2. List of presentations to and/or collaborations with stakeholders, campus (internal and external to Student Affairs), and community partners your department engaged in this year 3. Response summaries (e.g. frequency counts, means, bar charts) of department/program/service specific survey items, rubrics annotated with findings, or a thematic overview of qualitative data with specific examples of comments. |
| **Response summaries (e.g. frequency counts, means, charts/graphs) of one or more of the Student Affairs Core Survey Question(s) designed to measure the Collaborations & Partnerships outcome.**  **Core Question:** *My (employment/leadership position in Department) has helped me develop knowledge and/or skills to succeed in the workplace.*  **Follow Up Question:** Set up DISPLAY LOGIC to show the following open-ended question should a respondent answer on the negative side of the scale:  *What could (department/your supervisor) do to better support your professional development?*  **Core Question:** *My (employment/leadership position in Department) has contributed to my sense of belonging at UNC.*  **Follow Up Question:** Set up DISPLAY LOGIC to show the following open-ended question should a respondent answer on the negative side of the scale:  *What could (department/supervisor) do to better support your sense of belonging at UNC?*  **Data:**  **Decisions or Actions Made Based on Data when Feasible:**  **When do you plan to re-assess following data-informed decisions/actions?** |
| |  |  | | --- | --- | | **Name or Focus of Presentation or Collaboration** | **Campus/Community Partner** | |  |  | |  |  | |  |  | |  |  | |  |  | | **Add Rows as Needed** |  |   **Presentations to, and collaborations with stakeholders, campus (internal and external to Student Affairs), and community partners your department engaged in this year: (Required)**  **Specific Decisions or Actions Made Based on Data:** |
| **Response summaries (e.g. frequency counts, means, charts/graphs) of department/program/service specific survey items, rubrics annotated with findings, or a thematic overview of qualitative data with specific examples of comments.**  **Data:**  **Decisions or Actions Made Based on Data when Feasible:**  **When do you plan to re-assess following data-informed decisions/actions?** |

**Operational Efficiencies**

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| **Division-Wide Operational Efficiencies Outcome**  ***The department and Student Affairs leadership will demonstrate efficiency/effectiveness in support of Student Affairs’ mission.*** |
| **EXAMPLE DATA** for this outcome would include:  1. Response summaries (e.g. frequency counts, means, bar charts) of one or more Student Affairs Core Survey Question(s) designed to measure the Operational Efficiencies outcome.  2. Department specific Key Performance Indicators w/ Metrics focused on compliance, productivity, user satisfaction, and/or resource management. |
| **Response summaries (e.g. frequency counts, means, charts/graphs) of one or more Student Affairs Core Survey Question(s) designed to measure the Operational Efficiencies outcome.**  **Core Question:** *I am satisfied with the quality of services(s) I received through (department/program/service)*  **Follow Up Question:** Set up DISPLAY LOGIC to show the following open-ended question should a respondent answer on the negative side of the scale:  *How could the department improve the quality of (X)?*  **Core Question:** (*Department) offers programs, services and resources that meet my needs.*  **Follow Up Question:** Set up DISPLAY LOGIC to show the following open-ended question should a respondent answer on the negative side of the scale:  *What programs, services and resources could the department provide that*  *would better meet your needs?*  **Data:**  **Decisions or Actions Made Based on Data when Feasible:**  **When do you plan to re-assess following data-informed decisions/actions?** |
| **Department specific Key Performance Indicators w/ Metrics focused on compliance, productivity, user satisfaction, and/or resource management.**   |  |  | | --- | --- | | **Department Key Performance Indicators** | | | **Indicator** | **Metric** | |  |  | |  |  | |  |  | |  |  | | **Add Rows as Needed** |  |   **Decisions or Actions Made Based on Data when Feasible:** |

**PART 3: STUDENT AFFAIRS KEY PERFORMANCE INDICATORS (Required)**

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| **Student Leadership Positions (Include Student Employment)** | |
| **Type of position or leadership role** | **# of students holding the position or role** |
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| **Add Rows as Needed** |  |

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| **Advisory Groups/Planning Committees/Working Groups Associated with Departmental Operations/Initiatives** | | |
| **Group/Committee Name** | **Place a check in the appropriate box(es) if the advisory group, planning committee, or working group included student representation** | |
| **Undergraduate** | **Graduate/Professional** |
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| **Add Rows as Needed** |  |  |

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| **Departmental Programming, Resources, and/or Services Intentionally Designed to Facilitate Graduate/Professional Student Learning/Development** |
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| **Add Rows as Needed** |

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| **Department Goals, Strategic Priorities, Programming, Resources, and/or Services Intentionally Designed to Meet the Needs of Historically Marginalized Groups** |
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| **Add Rows as Needed** |

**Did your department’s onboarding/training for student employees include DEI content?**

**Yes  No**

**extend access to service/engagement opportunities and/or enhance business operations?**

**Yes  No**

**PART 4: STAFF ENGAGEMENT/DEVELOPMENT (Required)**

Please distribute the link below to professional staff by June 14th. The information is due by the mid July when the department submits its annual report. You can include the following text in disseminating the link to staff:

*As part of the annual reporting process, Student Affairs asks departments to report on staff engagement*

*and professional development. The data enables us to meet a reporting responsibility to the University, and also gives us a means of tracking progress towards the Priorities outlined in Student Affairs’ Strategic Plan.*

*The questions are not of a sensitive nature. However, in some instances it may be possible to connect*

*identities with responses. Dr. Locke will handle the data with the highest commitment to confidentiality, aggregating responses across departments before reporting.*

*In lieu of asking departments to compile this data, Student Affairs has shared a link to a questionnaire.*

*All departmental staff should complete the questionnaire by July 15, 2022 (the date our Annual Report is*

*due).*

***If appropriate****, please provide the name and email of one student who has shown exemplary growth/development/accomplishment through engagement with one of your departmental programs or learning opportunities.*