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**PART 1: Key Accomplishments & Challenges**

*A. Use bulleted list to identify your top 3 departmental accomplishments from 2022-23.*

*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**

**Did your department implement flexible staffing (hours)/delivery models (online/hybrid) to 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.

<https://baseline.campuslabs.com/uoncach/staffdev2022to23>

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.*