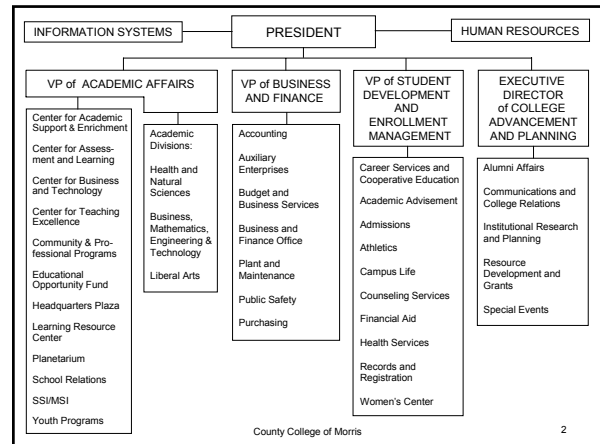


Creating an Environment for Student Success through Assessment in Student Affairs

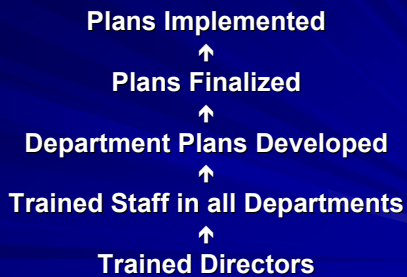
Al Foderaro
Denise Schmidt

Career Services & Cooperative Education
COUNTY COLLEGE OF MORRIS

Randolph, New Jersey



Training Approach



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The Assessment Loop... What is it?



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ASSESSMENT FRAMEWORK

- Mission
- Objectives
- Programs and Services
- Intended Outcomes
- Assessment
- Feedback/Change

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MISSION

- Describe your department's purpose
- Identify your constituents
- Relate your mission statement to those of your division and the institution

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Career Services and Cooperative Education

MISSION

“The Office of Career Services and Cooperative Education supports students and alumni as they make career decisions, develop job search strategies, pursue experiential education, and secure employment in their quest for lifelong learning and professional development.”

OBJECTIVES

- Broad, general statements (3-5)
- What is your department trying to accomplish?
- What are your functions?
- Each objective will have several programs/services that support it.

Career Services and Cooperative Education

OBJECTIVES

1. Disseminate information on current and projected employment opportunities and career-related and job search topics.
2. Provide resources to help students assess and relate their interests, skills, education, and experiences to possible careers.

Career Services and Cooperative Education

OBJECTIVES

3. Provide experiential education opportunities and campus employment placements for eligible students.
4. Assist students and graduates in the development of job search tools and competencies.
5. Support students and graduates as they explore off-campus employment opportunities.

PROGRAMS & SERVICES

- What are the activities of your department?
- Do these activities support your objectives?

Career Services and Cooperative Education

PROGRAMS & SERVICES

- Resource Preparation / Distribution
- Group Presentations
- Individual Counseling
- Web Site
- Career Week
- Job Listings
- Resume Critiquing
- Job Locator & Developer
- Job Fairs
- On-Campus Recruiting
- Student Employment Program
- JobMatch
- Graduate Survey
- Co-op/Internship Program

Career Services & Cooperative Education	PROGRAMS AND SERVICES												
	Resource Page/Post	Group Presentations	Individual Counseling	Web Site	Career Week	Job Listings	Resume Critiquing	JD	Job Fairs	On-Campus Rec	Student Emp. Prog	Co-op/Intern Prog	Graduate Survey
1. Disseminate information on current and projected employment opportunities and career-related and job search topics.	•	•	•	•	•	•							
2. Provide resources to help students assess and relate their interests, skills, education, and experiences to possible careers.	•		•	•	•								•
3. Provide experiential education experiences and campus employment placements for eligible students.										•	•		
4. Assist students and graduates in the development of job search tools and competencies.	•	•	•	•			•						
5. Support students and graduates as they explore off-campus employment opportunities.			•	•		•		•	•				•

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Why look at outcomes?

- Need to demonstrate **effectiveness**
- Utilization and satisfaction are important in the broad picture of assessment
- May not give you information you need to identify improvements that should be made

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TYPES OF OUTCOMES

- Program/Service Outcomes
- Learning Outcomes
- Developmental Outcomes

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WRITING YOUR OUTCOMES

Create specific, detailed statements using active verbs in the future tense.

"Participants will be able to...identify, write, demonstrate, prepare, explain, calculate..."

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The 3 Ms of Outcomes

- Meaningful
- Measurable
- Manageable

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PROGRAM/SERVICE: Co-op/Intern (3)

Experiential education (cooperative education and internships) affords students valuable opportunities to apply classroom learning in real-world, work environments while earning academic credits and competitive wages (co-op).

Intended Outcome: Eligible students will identify and secure jobs related to their educational programs.

Intended Outcome: Co-op students/interns will acquire job knowledge, identify professional skills and abilities, and become familiar with workplace realities of their intended careers.

Intended Outcome: Students will be offered continued employment at the conclusion of their work experiences.

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ASSESSING YOUR OUTCOMES

- Determining the degree to which your outcomes were achieved
- Collecting proof of your effectiveness
- Use a combination of methods multiple, varied, quantitative, qualitative
- Conduct on-going measurements

ASSESSMENT METHODS

- Statistics
- Surveys/Evaluations
- Interviews/Focus Groups
- Internal/External Review
- Pre test / Post test
- Performance-based

Program/Service: CO-OP/INTERN (3)

Experiential education (cooperative education and internships) affords students valuable opportunities to apply classroom learning in real-world, work environments while earning academic credits and competitive wages (co-op).

Intended Outcome

Co-op students/interns will acquire job knowledge, identify professional skills and abilities, and become familiar with workplace realities of their intended careers.

Methods of Assessment

Program evaluations – students, faculty, employers
 Focus groups (advisory board, co-op faculty, student participants in class)
 On-line student learning assessment

Program/Service:

Experiential education (cooperative education and internships) affords students valuable opportunities to apply classroom learning in real-world, work environments while earning academic credits and competitive wages (co-op).

Intended Outcome:

Methods of Assessment:

Intended Outcome:

Methods of Assessment:

Intended Outcome:

Methods of Assessment:

PLAN FOR ASSESSMENT

- Assessment is a process, not an event.
- Don't try to assess all of your programs and services all of the time
- Create a timeline for assessment activities (implementation grid)
- Assign individuals to be responsible

IMPLEMENTATION GRID

Program/Service:

	Assessment methods used	When is assessment done	Who is responsible
Outcome 1			
Outcome 2			
Outcome 3			

FEEDBACK / CHANGE

- Analyze your findings
- Report your results
- Identify / establish benchmarks
- Make adjustments, implement change

ASSESSMENT SUMMARY

[insert name of program/service here]

Assessment Activities:

Feedback:

Change:

The Assessment Loop



PERIODIC ASSESSMENT SUMMARY REPORT for ADMINISTRATIVE AREAS

AY 2007-2008 DEVISION _____ DEPARTMENT _____
 Submitted by _____
 Periodic Summary Due ____ 10/31 ____ 1/31 ____ 4/30

Completed form(s) should be submitted electronically to assessment@ccm.edu

PART ONE Identify the program/service that you were looking at and the specific outcome(s) that you assessed.

Program/service:

Outcome(s) assessed:

PART TWO Identify the methods of assessment that you used.

PART THREE Summarize results that were observed and what changes, if any, resulted from your assessments.

PART FOUR Share what plans you have for future assessment in this area.

Informing Decision Makers



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- [Student Employment and Enrollment Management](#)
Institutional Assessment and Information
address: 01/10/2008
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Institutional Assessment and Information
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- [Health and Natural Sciences](#)
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Institutional Assessment Information

Academic Divisions

- Business, Mathematics, Engineering and Technologies
- Health and Natural Sciences
- Liberal Arts and Sciences

~

Administrative Divisions

- Academic Affairs
- Business and Finance
- College Advancement and Planning
- Human Resources
- Information Systems
- Student Development and Enrollment Management