**ASSESSMENT WORKSHOP**

**AGENDA:**

- Things to consider when writing the FY07 assessment plan and assessment report.
- How to use Assessment Tool v6.
- Due Dates.

We held 5 assessment workshops. The goal for the workshop is to inform about things to consider when writing the assessment plan/report, so we can have a better assessment for the next cycle

Materials distributed at these meetings included: Handout from the power point presentation and UT Dallas Strategic Plan.

Minutes
Metta Alsobrook opens the assessment workshop and introduces Simon Kane as the person who builds the Assessment Tool (AT) that UT Dallas is going to use for the assessment process. AT will be replacing weave online. Metta Alsobrook did the presentation about assessment followed by information about AT6 by Simon Kane.

**Presentation:**

- Mission
  Mission needs to be aligned with UT Dallas mission and the VP mission. The mission should be specific to the unit.

- Objectives
  Objectives should be clear and measurable.
  Connect the FY06 action plan to FY07 plan
  Connect to the UT Dallas strategic plan and institutional initiatives
  List 3 – 5 objectives of the most important goals

- Measures
  3 – 5 measures / methods for each objective. The benefits of using more than one method include: different components of one objective can be assessed, and a high level of accuracy and authority can be achieved.
  Determine what standards/targets/criteria of success are expected

- Report, Analyzing and Using Assessment Result
  Discuss the findings with department members as a whole or in subcommittees.
  - *Analyze the assessment procedures, methods, and results*
  - *Result related to success criteria, numeric results, influencing factors*
  - *Met Expectations; Partially Met; Did Not Meet Expectations*

  Closing the Loop
  - *What are you going to do to close the loop?*
  - *Who is responsible for the action?*

- *When?*
- *Additional resources?*

Analysis

- *Strength*
  - With which objectives were you successful?
  - What are other strength in your unit/program or in other areas related to your objective?

- *Weaknesses*
  - With which objectives were you not entirely successful?
  - What else is a weakness in your unit or program or in other areas related to your objective?

- Annual Report
- Summary
  - Summarize program's accomplishments, strengths and weaknesses
  - Summarize of financial, human and physical resources the department needs to improve and to fulfill the mission statement

- Top three program/unit accomplishments
- Research activities or publications
- Instructional activities (presented or received)
  - *Conferences*
  - *Peer mentors*
  - *If your unit has training activities, you can list them here.*

  *For example:*
    - Training about XXX
    - Session XXX times in a year/semester/month
    - XXX trainees.

- Public service

  You can list activities that have correlation with:
  - *Professional organizations membership*
  - *Local community initiatives (such as Chamber of Commerce or Leadership Richardson)*
  - *Local government projects*
  - *Local charities, groups, or community theatrical, social, musical, or artistic events*
  - *Individual volunteer activities (staff within the unit/school)*

- Other External Activities

  For example: International agreement, international conferences, etc
  put n/a if it does not apply.
- Contributions to UTD
- Top 3 program / unit challenges

- *Major challenges in your unit/department.*
- *Make the case for new hires*
- *Discuss space/environment issues*

- Detailed resources needed to improve and fulfill mission.
  For example:
  Recurring cost : reclassification request, request for additional staff, request for additional operating fund.
  One-Time cost: capital items (equipment or systems), non capital equipment, special one time projects requiring professional, space issues etc
  (taken from VP for Budget Affairs memo – Feb 12, 2007)

**Assessment Tool v6**
AT6 is similar to the AT4 that the core courses assessment use. All of the data from weave online is transferred to AT6, but the FY06 data is read only. The latest upgrade to Assessment Tool (AT6) is available for faculty and staff to use in assessing core courses, academic and instructional programs, and operations and support services programs. With a new look and feel, AT6 provides the user a simplified and more logical display. Users can see all the related fields on a single screen view, making the task of creating or editing text much simpler. Also, AT6 combines all of the current cyclical assessment processes in one place; thus a user need only sign in once to work in a variety of projects – and the user's regular network id and password eliminate the need for yet another username and password to remember. User input is extremely helpful as we continue to modify AT6 to enhance the user experience and to improve the usability of the information collected.

**Student Affairs**
**March 26, 2007 1:30 – 2:30**
**SU – Galaxy Room**

Cristen Casey, Imperio Shanks, Mitzie Keeling, Karen Jarrell, Sue Sherbet, Matthew Grief, Terry Hockenbrough, Cathy Coursey, Donna Blouin, Kim Winkler, Ryan White, Marcos Chavez, Kimberly Aaron, Darla Doughterty, James Cannici, Roberta Green, Arthur Gregg, Adriane Blaskey, Paula Baxter, Maria Ramos, Rich Cummings, Tricia Losavio, Mary Waltersm Amanda Smith, Beverly Ballard, Rick Williams, Deanna Fitts, Chris Gage, Paulina Schleppenbach, Jim Michalek, Jodi Roberts, Patty Atchley, Donna Rogers, Jay Miller, Heather Johnson Huntley, Michae Doty, Phyllis Blanck.

**Department/Unit:**
International Student Services
Registrar

VP of Student Affairs
Housing Operations
Service Learning
Financial Aid
Student Life
Residential Life
Disability Services
Multicultural Center
Counseling Center
Student Office
Financial Aid
Recreational Sports
Student Union
Health Education
Health Center
Student Union
Athletics
Comet Card
Student Systems
Student Development
Career Center
Greek Life

**March 27, 2007**
**1:30 – 2:30 pm**
**AD 3.104**

Graduate Office : Austin Cunningham
Wanda trotta

News and Information: Steve McGregor
Jenni Huffenberger

Web Services: Cary Delmark
Library: Ellen Safely
CUSMS and OIE: Rodolfo Hernandez
SOM – Advising: Lisa Johnson
Lin Yao
David Ritchey
GS- Advising: Elizabeth Salter
Research Office: Bruce Gnade
Beth Keithly
Rafael Martin

**April 3, 2007**

**ECS S 3.503 1:30 – 2:30 pm**

Emergency Preparedness Center**:** Bao Tran
SOM: Sandi Wilson
NSM-Advising: John Hoffman
IR: Jim Gary
Iris Decker
James Vernon McCradle
Vicky Flores
Nelda Magnuson
David Holmes
Mee Cho
Jim Michalek

Development: Deborah Day
EPPS-Advising: Kruti Dholakia

**April 4, 2007**
**AD 3.104 – 1:30 – 2:30**
**Business Affairs**

Facilities Management: Kristin Faulk
Carol Lanham

VP of Business Affairs Office: Peg Zotter
Cathy Setinsek

Finance: Wanda Mizutowicz
Teresa Johnston

Budget Office: Martin Baylor
Dave Gaarder

Bursar Office: Cheryl Friesenhahn
Richard Grant
Ana Johnson

Procurement: Pete Bond
Mary Ann Routzahn

Police Dept: Debra Marable
Human Resource: Larry Wilson
C&G Accounting: Doug Shedd

**April 5, 2007**
**AD 3.104 – 2:00 – 3:00**

UGE Chess Program: James Stalling
Academic Bridge Program: Soli Ghirmai
Staff Council: Chris Dickson
Audit and Compliance: Toni Messer
Finance: Reda Bernoussi
UG Education: Cynthia Jenkins
Anne Dutia
Mary Kaye Adams
Christopher Burk
Scott Wright

Callier Center: Linda Sensibaugh
Tom Campbell

Enrollment Service: Diana Church
Human Resources: David Gleason
Public Affairs: Alisha Richardson
VP Communication: Susan Rogers