DASA Assessment Council Meeting: April 14, 2020

I.   Reminder of due dates in the assessment process
   A. **Unit assessment representative: Write assessment report by June 30, 2020**
      ■ Write and send a completed report to the unit director or equivalent for review.
   B. **Unit director or equivalent: Review and approve assessment report by July 31, 2020**
      ■ Share the completed assessment report with the cabinet-level supervisor and DASA Assessment for review.
      ■ If the report needs revision, have the unit assessment representative complete the revisions prior to July 31, 2020.
   C. **Cabinet-level supervisor: Review assessment reports from units and write summary report by October 31, 2020**
      ■ Meet with DASA Assessment staff to review assessment reports and author summary report to submit to the DASA Vice Chancellor and Dean.
   D. Diagram of the assessment process
   E. DASA Assessment Process Overview

II.   Expectations of the assessment process/report
   A. Advising Technology Example
      ■ Report provides an interpretation of the data (see "Key Observations")
      ■ Report provides "Actions taken that align with Areas for Improvement
      ■ Report provides clear references in actions taken back to summary of results
   B. AAPS Example
      ■ Plan identifies multiple methods
      ■ Plan provides detail and due dates
      ■ Plan identifies individuals responsible for each task
   C. Student Conduct Showcase
      ■ Uses embedded data (data that is already collected by the unit)
      ■ Staff-wide conversation about data results
      ■ "Small" but direct actions taken

III.   Updates/Changes to assessment process/report
   A. Assessment report template is a Google doc, posted on DASA Assessment's website
   B. Addition of an "Assessment Cycle" chart

Example 1: Unit rotates through outcomes

Unit Outcome	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Outcome 1	X		X		X
Outcome 2	X		X		X
Outcome 3		X		X	
Outcome 4		X		X	

Example 2: Unit focuses on a primary outcome

Unit Outcome	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Outcome 1	X	X	X	X	X
Outcome 2	X			X	
Outcome 3		X			X
Outcome 4			X		

Example 3: Unit scales-up assessment efforts

Unit Outcome	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Outcome 1	X	X	X	X	X
Outcome 2	X		X	X	X
Outcome 3		X	X	X	X
Outcome 4		X	X	X	X

    C. Updated the language of Section II. F.
- Previous language, "**Reporting of Results:** How has this information been shared in your unit?"
- New language, "**Reporting of Results:** How has this information been shared? With faculty/staff in your unit? With campus partners?"

    D. Updated the language of Section III. F.
- Previous language, "**To Do List**"
- New language, "**Action Items**"

    E. Assessment Report Rubric

IV. Modifications/Concerns to assessment plan

    A. COVID-19 Response

    B. **Assessment staff are available to discuss your assessment and your plan for 2020-2021.** Any updates to this guidance will be communicated to members of the DASA Assessment Council via email. Contact Jordan Luzader at jdluzade@ncsu.edu for more information.

V. Notes from Jordan

    A. Consultations

    B. Analysis, writing, or reviewing assistance

    C. Upcoming Workshops
- Bring Your Data
- Focus Group Moderating
- Program Assessment Institute

VI. Open Group Discussion