

ASSESSMENT QUARTERLY

ST. PHILIP'S COLLEGE (SPC)

New Additional Assessment Process at SPC: Administrative Units Assessment Day

During the 2022-2023 year, the Coordinator of Measurement and Evaluation in the SPC Office of Institutional Planning, Research and Effectiveness, developed a plan and created a new assessment process for 2023-2024, **Administrative Units Assessment Day**. The new additional assessment fills a gap in the assessment process at St. Philip's College (SPC), the lack of an assessment process tailored for the non-academic units and student services units. Every year, SPC holds "Assessment Day," where 10% of core courses (Arts and Sciences) across all modalities, course types, and campus sites, are randomly selected to be assessed through the process. Although Administrative Units Assessment Day is not nearly as large as the A&S Assessment Day yet, the first one was a great success.

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About Administrative Units Assessment Day

The first Administrative Units Day took place on September 20, 2023. For the inaugural process, three areas were randomly selected to participate. The participating areas were the SPC Child Development Center, Student Success - Tutoring Services, and Student Life. Each area's Unit Manager gave a 45 minute presentation to a selected committee for this year of their 22-23 and 23-24 area objectives.

Goal of Administrative Units Assessment Day:

To implement an annual institutional effectiveness assessment process for the non-academic units and student services units to reflect the core assessment event of "Assessment Day."

"If you can't measure it, you can't manage it."

— Peter Drucker



Purpose and Timeline

When it comes to assessment, some may wonder why it is necessary to develop new additional assessment processes and involve more faculty and staff. The bottom line, assessment is everyone's job, and everyone is a part of assessment in their areas in some way. Take a moment to pause, and think about how your specific role is involved in assessment. You might be surprised how the role you have at SPC is connected to assessment. For Administrative Units Assessment Day, below are some key reasons.

- For continuous quality improvement
- To ensure Unit Managers are creating effective and reasonable assessment plans for their areas
- To provide thorough unbiased feedback and a learning experience for Unit Managers from selected areas
- To increase Unit Manager accountability for completing their annual assessment plans by the deadline



THE WHY

WHY DO WE DO ASSESSMENT AT SPC? AND WHY DO WE NEED NEW ADDITIONAL ASSESSMENT PROCESSES?

Annual Timeline: Each Academic Year

August 1

- The three randomly selected areas will be notified

September 15

- Any last changes to SPOL Unit Plan/Assessment Report for the previous year due
- Objectives for current year assessment plan in SPOL should be complete

September 20

- The three selected units will present their previous year plans and results, share their current year plan, and discuss how they are using the previous year plan to improve (in PPT format).
- The administrative units assessment committee will review and provide feedback

September 30

- The three selected units will make recommended changes to their current year plan

Committee Composition 2023-2024

- College Services Staff: 2
- Dean of Student Success: 1*
- Student Success Director: 1*
- Student Success Staff: 2*
- Student Worker: 1

* To prevent bias, committee members will be selected based on areas being sampled that year.

Unit Presentations

During Administrative Units Assessment Day, the participating areas present on their previous and current year Strategic Planning Online (SPOL) plans. The specific parts are listed below.

- Unit Purpose
- ASWOT
- Objectives
- Targets
- Measures
- Results (previous year)
- Analysis/Use of Results (previous year)
- Gap Analysis (previous year)
- Improvement/Action Plan (previous year)
- What they are doing different in their area, based on previous year results.

Although the 23-24 presentations were not recorded, we are considering recording them in 24-25 to share with the participants as a reference tool. Although committee members provided written feedback and ideas to the three units, a video recording might help capture any lost thoughts and suggestions.



What Committee Members Had To Say

Committee members reported experiencing new learning themselves about assessment, and how every Unit Manager should be planning for their area and completing their SPOL plans. Committee members experienced working collaboratively with other staff from different areas across SPC, and came together to share ideas in a positive and inclusive environment. They had the opportunity to learn beyond their areas and duties, which helped them understand why assessment is so important at SPC.

The Future

Administrative Units Assessment Day is full of potential. In 2024-2025, we will be randomly selecting at least five areas to participate. We even got some volunteers from 23-24 committee members who would like their area to participate next year. Maybe we will see you next year!

