Your Assessment Report, Your Story

July 2, 2014
UCSD Student Affairs Assessment

Agenda

• FAQs
• Compliance Assist
• Telling your story
• Q & A
Why should I submit a report?

• Documents your contributions to the division
• Demonstrates how your efforts mattered
• Provides support for planning and decision making
• Allows you to share your learning

Who sees my report?
http://assessment.ucsd.edu
What happens to my report?

COMPLIANCE ASSIST
https://ucsd.compliance-assist.com

Planning Page

*** July 18, 2014 ***

By Marlene Lowe
Assessment reports are due July 18, 2014. If you have questions regarding the reporting expectations, please contact Marlene Lowe at mplowe@ucsd.edu. Thank you... More >>
Choose “Assessment Plans”

Create New Report

Click on Green Plus

Choose
TELLING YOUR STORY

Characteristics of a thorough report

• Clear
• Concise
• Coherent
## Be CLEAR

<table>
<thead>
<tr>
<th>Report Element</th>
<th>Guiding Questions/Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programs, Services, or Events Related to Assessment Project</td>
<td>Is the description clear to someone unfamiliar with the program?</td>
</tr>
<tr>
<td>Assessment Project Description</td>
<td>What is your assessment question?</td>
</tr>
</tbody>
</table>
| Population/Sample | Who participated?  
# Program Participants  
# Assessment Participants |

## Be COHERENT

<table>
<thead>
<tr>
<th>Report Element</th>
<th>Guiding Questions/Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit/Program Specific Goals and Learning Outcomes</td>
<td>List only the goals and outcomes that were assessed.</td>
</tr>
<tr>
<td>Relationship to SALOs</td>
<td>Check only the SALOs that were assessed.</td>
</tr>
</tbody>
</table>
### Be COHERENT

<table>
<thead>
<tr>
<th>Report Element</th>
<th>Guiding Questions/Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Methods</td>
<td>Check only the methods that were used.</td>
</tr>
<tr>
<td>Data Collection Tools</td>
<td>Do the tools match the assessment methods?</td>
</tr>
<tr>
<td>Data Analysis Methods</td>
<td>Do the analysis methods align with the data collection tools?</td>
</tr>
</tbody>
</table>

### Be Concise

<table>
<thead>
<tr>
<th>Report Element</th>
<th>Guiding Questions/Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary of Findings</td>
<td>Pull out the main findings. Don’t data dump. Connect findings to the assessment question.</td>
</tr>
<tr>
<td>Impact of Assessment</td>
<td>How did you use the findings?</td>
</tr>
<tr>
<td>Lessons Learned</td>
<td>What went well and what would you do differently?</td>
</tr>
</tbody>
</table>
Tips

• Step-by-step Compliance Assist instructions are on the Assessment website.
• Ask a colleague who isn’t familiar with your assessment to read your report.
• Use spell-check.

If you don’t tell your assessment story, someone else will.

*Reports Due: July 18, 2014*
Questions?
Comments?
Concerns?

Marlene P. Lowe
mplowe@ucsd.edu
http://assessment.ucsd.edu