

Brief Assessment Overview for Administrative Units

To help WSSU maintain accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), all academic and administrative areas on campus should engage in the assessment process.

Best practices indicate that departments, programs, and units should meet regularly to work on their assessment plan, which includes defining/revising outcomes for the unit, establishing ways to assess those outcomes (assessment methods), gathering results, and determining necessary actions/follow ups based on the results. Units should continually engage in this assessment cycle to help show institutional effectiveness.

Unit leaders are responsible for ensuring their units' assessment plans are reported through Nuventive Improve (TracDat), the university's assessment management system.

Administrative Assessment Outcomes

Each unit should have 3-5 active outcomes within the Nuventive Improve (TracDat) system. At this time, all administrative units should have at least one outcome statement related to the following constructs, which help support WSSU's Strategic Plan Goal 5:

- *Efficiency*
- *Effectiveness*
- *Customer Service*

If your unit enters data into the Banner system, you should also have an outcome related to *data quality*. For administrative units who interact with students, *student learning outcomes (SLOs)* are also appropriate and should be included. Outcomes should also be aligned with strategic plan goals and could include topics such as social justice and equity.

Annual Assessment Audit

Each year, normally during the summer, Institutional Assessment and Research conducts the administrative assessment audit. The audit is intended to be a helpful exercise that keeps individuals involved in the assessment process and shows SACSCOC that appropriate checks-and-balances are in place regarding the university's assessment activities. The purpose of the assessment audit is to ensure that relevant individuals are entering, reviewing, and discussing information that has been entered into the Nuventive Improve (TracDat) system; it is not intended to be an intimidating, stressful task!

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Your audit responsibilities will vary depending on your role. The expectation is that someone will be assigned to complete Nuventive Improve (TracDat) data entry and two relevant reviewers will complete and sign the audit form.

Information regarding the assessment audits, including timelines, forms, and additional information on responsibilities, can be found on the Institutional Assessment and Research website: <https://www.wssu.edu/about/assessment-and-research/audits.html>