

CLARK ATLANTA UNIVERSITY



***Debriefing Session
on
Assessment Planning
for the
Administrative/Educational Units***

May 30, 2003

Revised

***Office of the Provost/Vice President for
Academic Affairs
Office of the Vice President for Finance and
Administration
Office of the Vice President for Enrollment
Services and Student Affairs
Office of Planning, Assessment and Research***

ASSESSMENT PLANNING

ADMINISTRATIVE AND EDUCATIONAL SUPPORT UNITS

OVERVIEW

The Administrative and Educational Units are to proceed with the development of the first three of five elements contained in the five-column cycle of assessment plans for these units. The objective is to complete the five-column assessment cycle over the period August 2003-August 2004. The five-column assessment cycle is based on the Nichols assessment model for administrative and educational support units, as demonstrated during the Institutional Effectiveness (Assessment) Workshops conducted by Dr. James (Jim) Nichols on May 21 and 22, 2003.

In order to complete a full assessment cycle by August 2004 – “to close the loop” – the administrative and educational support units will engage in the assessment activities as delineated on the timeline that appears on the following page.

Three-Column Submission on Forms A, B and C

Each administrative and educational support unit will complete the following columns:

- Column 1: Unit Mission/Purpose Linked to Institutional Mission and Goals
- Column 2: Objectives
- Column 3: Means of Assessment and Criteria for Success

Forms A, B and C are to be completed and copies submitted to the following offices by ***June 30, 2003***:

- ~Office of the Responsible Vice President
- ~Office of the Responsible Dean
- ~Office of Planning, Assessment and Research

Report Forms

Report Forms may be downloaded from the Institutional Effectiveness Associates web site at URL: www.iea-nich.com.

Questions/Assistance

Contact the Offices of the Provost (extension 8753) or OPAR (extension 8062).

**TIMELINE FOR DEVELOPMENT AND IMPLEMENTATION
OF AN ASSESSMENT PLAN**

ADMINISTRATIVE AND EDUCATIONAL SUPPORT UNITS

<i>DATE</i>	<i>ACTIVITY</i>
May 21-22, 2003	Assessment Workshops
May 30, 2003	Debriefing/Planning for Assessment Session
June 2-June 30, 2003	Complete Columns 1,2,3 Form A: Cover Sheet Form B: Mission/Purpose, Objectives Form C: Means of Assessment & Criteria for Success
February 16-May 31, 2004	Do Means of Assessment (Column 4)
June 1-August 15, 2004	Use Results (Column 5)
August 16-December 2004	Documentation