



CLARK ATLANTA UNIVERSITY

WELCOME TO PHASE 2: INSTITUTIONAL ASSESSMENT CYCLE



ANNUAL ADMINISTRATIVE UPDATES

2023-2028 Administrative Assessment Schedule

Unit	Assessment Schedule
Office of President (2023-2028 Strategic Plan)	Annually
The Office of the Chief Operating Officer and Executive Vice President (Campus Operations)	July 1, 2026 – June 30, 2027
The Office of the Provost and Senior Vice President for Academic Affairs	July 1, 2025 – June 30, 2026
The Office of Enrollment Management and Student Life	July 1, 2025 – June 30, 2026
The Office of Finance	July 1, 2026 – June 30, 2027
The Office of Human Resources	July 1, 2027 – June 30, 2028
The Office of the General Counsel	July 1, 2027 – June 30, 2028
The Office of Institutional Advancement	July 1, 2027 – June 30, 2028
The Office of Planning, Accreditation, and Institutional Research	July 1, 2026 – June 30, 2027

Completed by
JUNE 30, 2026





Roles & Responsibilities

- Academic Schools – Learning outcomes, student performance data
- Administrative Units – Operational effectiveness and service delivery
- Institutional Effectiveness – Oversight, training, review
- Senior Leadership – Strategic decisions and resource alignment

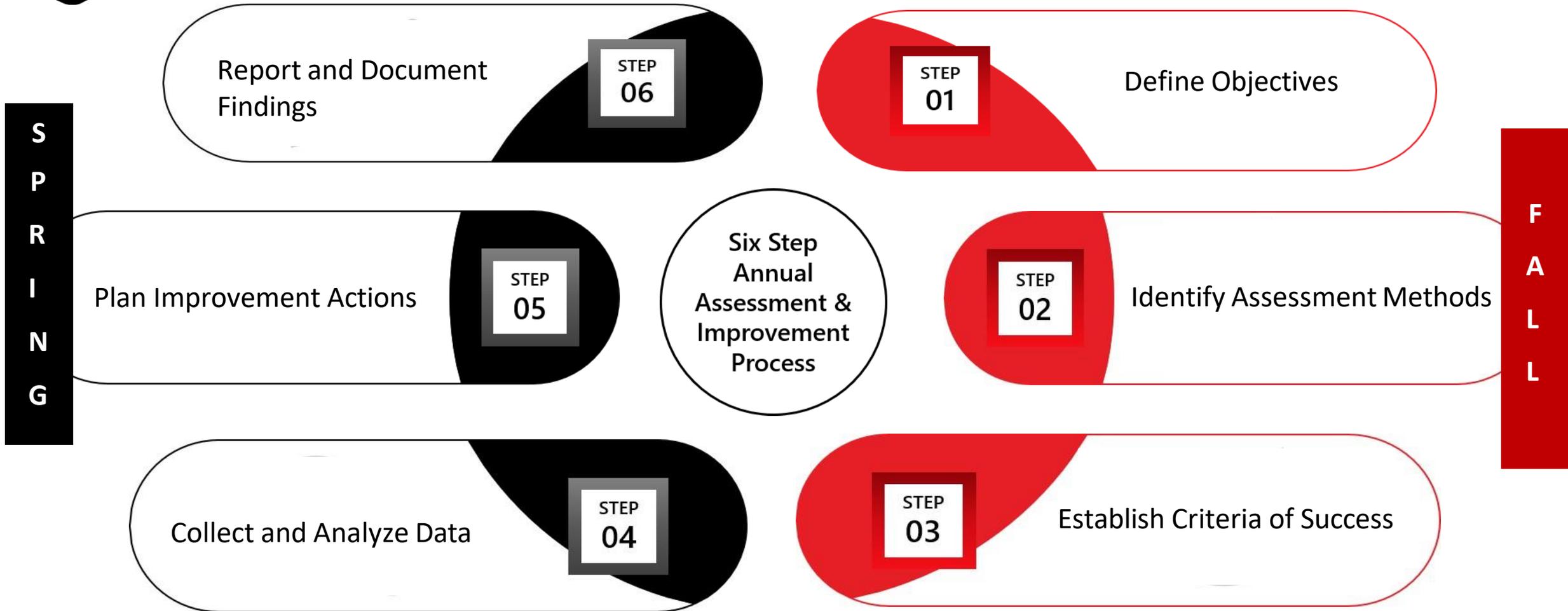
Support & Resources

- OPAR support
- Workshops and one-on-one consultations
- Assessment management tools and institutional data



Six Step

Annual Administrative Assessment & Improvement Process





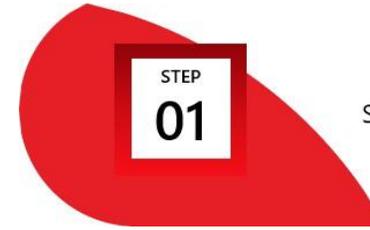
The Six Step "Loop"

PHASE 1: Planning Phase

Step 01: Define Objectives

Step 02: Identify Assessment Methods

Step 03: Establish Criteria of Success



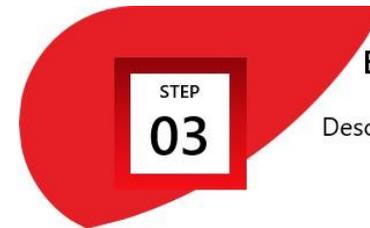
Define Learning Outcomes

Statements of what students should master at the conclusion of a course or program.



Identify Assessment Methods

The means by which student learning and service performance is measured.



Establish Criteria of Success

Description of specific levels or degrees that define successful achievement.



STEP
01

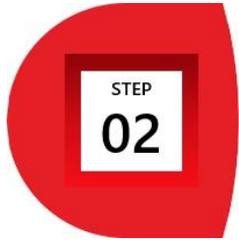
Define Learning Outcomes

Statements of what students should master at the conclusion of a course or program.

Clearly articulate what students or participants are expected to know, do, or value as a result of the program, course, or service. Outcomes should be specific, measurable, and aligned with institutional and unit goals.

Example:

Students completing the First-Year Seminar will demonstrate the ability to identify at least three academic support resources and explain how to access them.



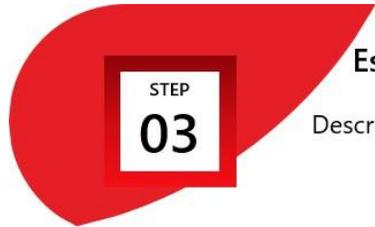
Identify Assessment Methods

The means by which student learning and service performance is measured.

Determine the tools or measures that will be used to evaluate whether the stated outcomes have been achieved. Methods may be direct (performance-based) or indirect (perception-based).

Example:

A post-seminar quiz and a reflective assignment requiring students to describe how they would use campus resources.



Establish Criteria of Success

Description of specific levels or degrees that define successful achievement.



Set clear benchmarks or performance targets that define what achievement of the outcome looks like. Criteria of success clarify expectations and support consistent evaluation.

Example:

At least 75% of students will score 80% or higher on the resource identification quiz.



The Six Step "Loop"

Report & Document Findings

Record of all assessment activities and recommendations within a cycle.

STEP
06

Plan Improvement Actions

Summary of decisions and actions resulting from the assessment process.

STEP
05

Collect & Analyze Data

Gathering of information and discovering its meaning and significance.

STEP
04

PHASE II: Review Phase

Step 04: Collect & Analyze Data

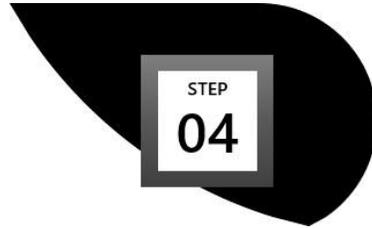
Step 05: Plan Improvement Actions

Step 06: Report & Document Findings



Collect & Analyze Data

Gathering of information and discovering its meaning and significance.



Gather assessment data and examine results to determine whether outcomes were met. Analysis should focus on patterns, strengths, gaps, and areas for improvement.

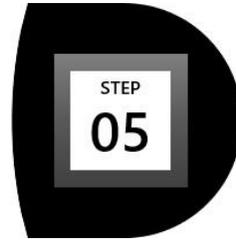
Example:

Quiz results show that 82% of students met the benchmark, while lower scores clustered around understanding tutoring services.



Plan Improvement Actions

Summary of decisions and actions resulting from the assessment process.



Use assessment results to identify and implement specific, actionable changes designed to improve learning, services, or processes.

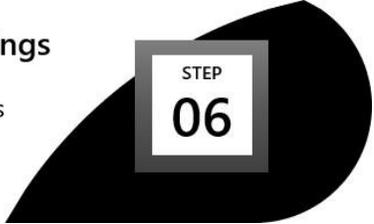
Example:

The seminar curriculum will be updated to include a live demonstration of tutoring services and an interactive resource scavenger hunt.



Report & Document Findings

Record of all assessment activities and recommendations within a cycle.

A graphic consisting of a black teardrop shape with a white square in the center. The square contains the text 'STEP' above the number '06'.

STEP
06

Document outcomes, results, and improvement actions in a centralized system to ensure transparency, accountability, and evidence for accreditation and institutional planning.

Example:

Results and improvement actions are documented in Nuventive, shared with the Student Success Committee, and referenced in annual assessment reports.



Phase 2: Implementing & Monitoring the Assessment Process

- Clark Atlanta University – Ongoing Assessment & Evaluation

Assessment is not only to ensure we are in compliance with accreditors but it is about continuous improvement, informed decision-making, and advancing student success.



Timeline & Milestones

- Start of Phase 2 – July 1, 2025 – June 30, 2026
- OPAR Phase 2 Workshop – November 2025
- OPAR Progress Check-in – March 2026
- Collection of Data – December – June 30, 2026



Closing & Q&A

- Moving Forward Together
- Questions, feedback, and shared accountability