

Guidelines / Terminology for the Annual Assessment Report

Read This First:

- Be concise (write in a way that is brief but comprehensive - short and to the point)
- Information collected in the Annual Assessment Report will contribute to the Unit's Self-Study Report produced as part of the SAAS Unit Program Review
- Reports will be stored in what is currently the Blueprint Repository; usage data can be stored there also
- Each unit can identify 1-3 Core Functions (1 is required, 2 and 3 are optional)
- For each Core Function, use a few words to identify the intended outcome
- Align each Core Function Outcome with an SAAS intended outcome
- For each Core Function, the unit can identify 3-4 key performance indicators (KPIs)
- For each KPI name and describe the assessment method used to obtain the KPI; provide enough detail for the reader to understand how the assessment is conducted
 - o For example,
 - If an indicator is "student participants' perception of effectiveness," and the assessment method is a "survey question asked of program participants", describe the survey methodology – "a locally developed survey is sent using CampusLabs to program participants within a week of program attendance."
- For each KPI, report the KPI data obtained for the reporting period – provide enough relevant details for the reader to fully understand the information
 - o For example,
 - Continuing the previous example where the KPI is "student participants' perception of effectiveness," and the assessment method is a survey question, report the population (and the number) that the survey was sent to, and the number of respondents. To report the percent of favorable responses to the survey question, include the total number of responses – e.g., "80% (N=480) of students who responded to the survey question (N=600) rated the program's effectiveness as "excellent" or "very good." 20% (N=120) rated the program's effectiveness as "poor."
- Documenting Core Function intended outcomes and assessment results will inform continuous improvement and provide evidence of USC compliance with SACSCOC standard 8.2.c :
The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results in these areas: academic and student services that support student success.

Components of the Annual Assessment Report:

- I. **Mission statement:** statement that describes the unique role of the unit and the results it intends to achieve (purpose)

II. Documenting Continuous Improvement

Core Functions: main categories of work conducted by the unit; each core function should be aligned with one of the SAAS Intended Outcomes (below).

Core Function Intended Outcomes: for each core function, name the specific results the unit intends to produce

Alignment with SAAS Intended Outcomes: for each core function, name the SAAS intended outcome (from the list below) with which the core function is most closely aligned.

SAAS Intended Outcomes:

- i. **Belonging, Community:** Students develop a sense of belonging; they build and maintain a social network
- ii. **Autonomy, Confidence:** Students advance their self-confidence, competence in managing personal affairs and resolving challenges for college success
- iii. **Well-Being:** Students manage and advance their physical and emotional well-being
- iv. **Career Maturity:** Students advance their knowledge of the world of work and related self-knowledge; advance their career development and career management skills
- v. **Citizenship, Leadership:** Students develop citizenship and leadership knowledge and skills
- vi. **Purpose, Identity:** Students develop a sense of purpose and identity
- vii. **Assistance, Support:** Students get specific help they want/need (varies by unit—for courses, physical/emotional well-being, etc.)
- viii. **Facilities, Spaces:** Provide facilities and spaces that are safe and modern, and that students find attractive

Key Performance Indicator: Information/data that best provides a measure of the extent to which a Core Function intended outcome is achieved

Assessment Method: process for obtaining KPI data/information; the source of the KPI data

Assessment Results: KPI data/information obtained by conducting the assessment method for the current reporting period.

- III. **Reflection on Process and Results Across All Core Functions:** statements are descriptive of the work of the unit as a whole

- IV. **Alignment with University Priorities:** how the work of the unit aligns with university priorities. It is not expected that every core function will align with all 3 university priorities.