As the College approaches the end of our seven year accreditation cycle, each office within the division will be submitting a narrative documenting our assessment efforts, and how they demonstrate accountability and continuous improvement. Here are the instructions that each department will need to follow and submit to their Assessment Committee Liaison by April 14th:

2017 Accreditation Report Instructions for Division of Student Life

Please write a 3-5 page narrative that explores the following prompts in the context of your department/program over the last 2-3 years. Please append referenced reports, analyses, and data. Please discuss any tools or resources used to complete assessment (e.g. Campus Labs).

1. What process is used by your department to develop outcomes (e.g. student learning outcomes and programmatic outcomes)?
2. How are outcomes assessed? Provide examples of data collection efforts.
3. How is departmental decision-making informed by the findings of your assessment(s)?
4. How does your department/program learn?

Overall, we want to demonstrate how we use assessment to improve our programs/departments. Use this as an opportunity to be reflective about the work that we do, understanding that some offices will be further along in this process of assessment than others. If you have not yet assessed outcomes, but have plans to do so, explain what that process will look like.

Your Assessment Committee Liaison will be in touch to assist with this process between now and April 12th.