

FY04 Consolidated Annual Report, Planning Document and Budget Request

University Assessment Office (UAO)

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I. Accomplishments and productivity for FY 03

A. Brief review of the unit's approved goals and objectives for FY03.

Goals, Objectives and Outcomes

Goal 1: To plan, implement, analyze, summarize results, and write reports for institution-wide surveys for students at critical points in the educational experience (entering freshman, end of first year for both native students and transfer students, graduating seniors)

Goal 2: To serve as co-researchers on select assessment projects of college and university programs, such as: Foundations of Inquiry, General Education, *Educating Illinois* strategic plan, Junior/Senior Experience, etc.

Goal 3: To advise faculty and staff on purpose, design, methodology, and use of formative assessment projects at all levels of the university, in cooperation with the Center for the Advancement of Teaching (CAT), the Office of the Provost, and the office of Institutional Research:

- a. Classroom level assessment
- b. Departmental projects
- c. Interdisciplinary approaches
- d. Student affairs and developmental learning outcomes
- e. Accreditation activities

Goal 4: To engage in outreach activities, including:

- a. Publish and distribute widely an assessment newsletter at least four times per year
- b. Create and maintain an assessment Web site
- c. Co-sponsor workshops on assessment project development and implementation
- d. Present results of assessment research to appropriate campus constituencies
- e. Manage an annual grant program for assessment project as funds are available

Goal 5: To work with other units to increase cooperation and coordination of assessment on campus.

- a. Serve on appropriate campus committees related to assessment
- b. Disseminate data from assessment projects to campus constituencies

Goal 6: To maintain a level of expertise in higher education assessment through staff development activities.

- a. Read current literature in the area of higher education assessment
- b. Attend appropriate assessment conferences and skills workshops, as budget permits
- c. Present and/or publish assessment-related research in regional or national conferences and publications

- B. List the most important accomplishments of the unit for FY03 and how these accomplishments support the goals and objectives of the University as articulated in the Academic Plan's Priority Statements.

The following are major objectives for FY03. These objectives expand upon and compliment the FY02 objectives of promoting a culture on campus that supports assessment activities resulting in improved programs and services, conducting student learning outcomes research, and increasing the support for and, thus, the quantity and quality of classroom and program assessment. In addition, the objectives support the more general goals stated above.

1. Administrative separation from CAT – In order to respond to the expanding role and scope of the office, the University Assessment Office moved out from under the auspices of the Center for the Advancement of Teaching to a direct report to the Associate Provost.
2. Consultation and service to departments – Increased service to academic departments by responding to requests for workshops and individual consultations on topics related to program and classroom assessment.
3. TracDat – Developed an awareness of the utility of TracDat and increased the number of departments and units using it by holding demonstration sessions and promoting it in meetings, newsletters, and listserves. Developed a training schedule to meet user needs and are currently coordinating a TracDat user group.
4. Assume role as Chair of the ACC – The Assessment Coordinating Council (ACC) had been chaired by Associate Provost Betty Chapman for the last two years. Upon her retirement, and given the change in organizational structure of the UAO the Coordinator of the UAO assumed the role as Chair of the ACC starting in fall 2002. A report will be submitted to the Provost in May 2003 that will recommend a major revision of the committee to become more faculty oriented and to support the institution-wide assessment activities within academic affairs, and to serve in an advisory capacity to the UAO staff.
5. Mount report results on the web – In an effort to provide campus decision-makers with better and more complete access to data, the staff of the UAO is expanding the UAO web site to offer survey results that can be accessed via database query tools.
6. NCA Self-Study Steering Committee – The Coordinator of the UAO is represented on the steering committee for the North Central Association self study project. All staff members of the UAO will serve on one or more special emphasis teams.
7. General Education Support – As a result of the addition of a part-time Research Assistant, the UAO was able to increase the support for the assessment activities associated with General Education and FOI by assisting with the design of surveys, data analysis, the interpretation of institutional surveys as they apply to General Education, and response to research questions posed by CGE and GECC.

These major objectives for FY03 directly support the achievement of the *Educating Illinois* goals of building a distinctive research agenda and providing essential support for faculty and staff, improving commitment to general education, soliciting input from our students about their educational experiences at Illinois State and presenting the data to decision-makers in ways that are useful, meaningful, and likely to result in change and improvement.

- C. Indicate measures of productivity by which the unit's successes can be illustrated, if using ones other than the standard set of "Academic Unit Performance Measures."

Productivity measures included the expansion of the number and type of interactions (15 scheduled workshops, and dozens of individual meetings with faculty and staff) with campus constituencies, formal and informal evaluations by participants, the direct evidence of organizational and scholarly activity by the staff of the UAO (i.e., program assessment web site, 9 national and regional presentations, secondary analysis reports on student data), and involvement in campus-wide committees.

- D. Describe how the unit used any of the following categories of funds to enhance accomplishments and productivity:

Not applicable.

II. Budget Enhancement Outcomes for FY02

For each budget enhancement in FY02 complete an accountability report form (PERS939). Be specific about approved productivity measures.

In March 2002 a part-time Research Assistant was hired to provide expertise in the area of psychometric design and statistical analysis. The Research Assistant has benefits at 55%, works 20 hours per week, and is on contract from August 1 – May 31 each year. The incumbent has a Ph.D. in the area of quantitative analysis, and has worked as a faculty member for a number of years.

His primary area of responsibility is in the area of General Education assessment, and he has provided valuable expertise to the Director of General Education, the Andes Endowed Chair of General Education, and the Director of Foundations of Inquiry. The Research Assistant also conducts secondary analyses on existing data (such as NSSE and CSXQ) in response to research questions posed by campus decision-makers.

III. Major Objectives and Productivity Measures for FY04

- A. List the most important objectives the unit will pursue in FY04.

As mandates for evidence of academic quality increase (IBHE, NCA, NCATE, etc.) the role and responsibilities for the UAO will expand in order to provide support for academic departments and units. The following are the major objectives for the UAO to be completed during the 2003-04 academic year:

1. Complete the electronic portfolio of departmental assessment plans in anticipation of the IBHE mandates related to "Goal 5 of the Illinois Commitment". Maintain UAO mission of providing service to academic departments in the area of assessment tools and techniques.

2. Expand the use of TracDat assessment software to assist academic programs in the management and documentation of their assessment plans and portfolios.
3. Assist in the on-going efforts to integrate assessment activities across campus to reduce redundancy and increase effectiveness (i.e., revision of the Program Review process, identification of data sites on campus and merging of multiple measures,
4. Assume institutional responsibility for the annual Alumni Survey project: develop an annual process to conduct the project online, increase response rates, and provide an enhanced process for disseminating results to academic departments and other institutional decision-makers.
5. Provide critical support and expertise to the institution through participation in the NCA Self-study in anticipation of the site visit in February 2005, as well as the update of *Educating Illinois*.
6. Coordinate the involvement of Illinois State University as a participating IBHE institution for the “National Forum on College-level Learning” to be funded by Pew Charitable Trusts.
7. Expand the current half-time position to a full-time position within the UAO with expertise in education research of a statistical nature (i.e., retention studies, predictive designs for academic success, response to research questions of departments and units), as well as expertise in the area of web applications and design for electronic surveys and database management.
8. Increase the number and scope of educational and professional opportunities for graduate students.

B. Describe how these objectives build upon the approved goals and objectives for FY03.

The intended outcomes directly support and enhance the approved goals and objectives for FY03. The UAO is a service unit that has been put in place to respond to institutional priorities in the area of assessment of student learning outcomes, which includes maintaining a presence for the institution at the state and national level.

C. Describe how these objectives will support the “Educating Illinois” plan as it supports the Illinois Commitment for FY04.

These major objectives for FY04 directly support the achievement of the *Educating Illinois* goals of showing evidence of “Recruiting According to our Values,” establishing processes for facilitating and measuring “Successful Transitions,” documenting the impact of “A Commitment to General Education,” assisting faculty in their options for “Building a Distinctive Research Agenda,” and providing “Essential Support for Faculty and Staff.”

Additionally, all objectives support the critical elements within *Goal 5 of the Illinois Commitment*, particularly the section on *Assessment of Student Learning*.

D. Indicate anticipated productivity outcomes related to FY04 goals and how these will be measured (assessed) if different than the standard “Academic Unit Performance Measures.”

Productivity measures will include the examination of the number and type of interactions with campus constituencies, formal and informal evaluations by

participants, direct evidence of organizational and scholarly activity by the staff of the UAO, and involvement in campus-wide committees.

Additionally, a formal review of the impact of assessment-related initiatives on campus will be conducted during the 2003-04 academic year as part of the NCA Self-study, and in response to the mandate to provide an update of assessment activities since the 1995 self-study.

IV. Internal Reallocations and Reorganizations

A. Describe any reallocations or reorganizations with the university for FY04.

Not applicable.

B. Identify the manner in which such reallocations will further the goals and objectives of “Educating Illinois” for FY04.

Not applicable.

C. Describe in general terms how the permanent rescission of FY03 affected your unit.

- No more small grants for faculty to supplement classroom action research projects
- No more small grants for faculty to travel to assessment-related conferences
- Possible cancellation of the Alumni Survey project for the 1997 and 2001 graduates
- Will reduce the scope and amount of faculty stipends for the annual “First-year Faculty Institute” on assessment
- Will change the dissemination strategies of *Assessment Effects* to become an electronic newsletter instead of a hard copy publication
- Revised the dissemination plan for the National Survey of Student Engagement (NSSE) to include a locally administered over-sample to reduce costs (reduced sample size, as well)
- Fewer workshops and resources for faculty members (handouts, assessment literature, Angelo & Cross book on Classroom Assessment Techniques)
- Did not allow for upgrades of technology (i.e., computers) within the office

D. Describe how such reallocations will affect the unit’s “Academic Unit Performance Measures.”

- Fewer faculty members will be able to supplement their salaries and travel budgets for research related to assessment of student learning outcomes.
- A major piece of evidence (alumni perceptions) will be missing from institutional and departmental assessment plans if the 2003 Alumni Survey project is not funded.
- The ability to analyze large datasets will continue to diminish due to outdated hardware and software in the UAO.

V. New Operating Resources

A. Identify, in priority order, requests for additional operating funding in a spreadsheet or table.

Budget item	Description	Total Cost (FY03)	Currently Budgeted	Amount Requested (FY04)
Contractual	Fees for assessment instruments – National Survey of Student Engagement (NSSE)	\$12,500	\$ 8,000	\$ 4,500
Contractual	Fees for assessment instruments – College Student Expectations Questionnaire (CSXQ) or other targeted instrument	\$ 6,951	\$ 0	\$ 7,250
Equipment	Dedicated server and continued maintenance for alumni survey and future on-line administration of instruments	\$ 6,500	\$ 0	\$ 6,500
Operating	Operating costs for administration of assessment instruments, including new responsibility for Alumni Survey (printing, copying, postage, etc.)	\$ 8,000	\$ 2,000	\$ 6,000
Personnel	Upgrade Research Assistant position to full-time from part-time (currently .55 FTE)	\$45,000	\$15,000	\$30,000
TOTAL		\$78,951	\$25,000	\$54,250

B. Complete an FY04 Budget Request Form (PERS 937) for each request listed in "A".

See attached.

VI. Position Requests: Replacement and New

Not applicable.

VII. Facilities Requests

Not applicable.

**Illinois State University
BUDGET REQUEST FORMAT FY04**

I. Requesting Unit

University Assessment Office

Priority # _____

II. Provide a short title of the initiative proposed for incremental funding

Enhanced Support for Assessment of Student Learning Outcomes

III. Short Description of the Initiative and Relationship to Educating Illinois

Enhanced support for and, thus, increased and appropriate assessment research and use of data are critical to improving student learning and development. These activities are called for in Educating Illinois, and required by the IBHE, the North Central Association, and NCATE. This request is for several critical areas related to assessment: 1) an increase in the **operating budget for Institution-wide Assessment Instruments** to be able to put into place a systematic, comprehensive assessment program that allows for longitudinal studies of both direct and indirect measures of all levels of undergraduate students, as well as expand the institution-wide assessment of graduate students and alumni; and 2) an increase in funding for the **AP position specialist in Measurement and Evaluation** to assist Undergraduate Studies in the on-going assessment of General Education; to assist faculty and staff with test writing, analyses, and other assessment activities via workshops, materials, consulting, and educational research; and to assist in the enhancement of the UAO website to include the interactive dissemination of data (through collaboration with data administrators around campus).

These assessment initiatives will assist in the achievement of the Educating Illinois objectives of successful transitions (“solicit input from students about their educational experiences, and use the data to provide even more effective support to help students succeed” – 16A); building a distinctive research agenda, providing essential support for faculty and staff, commitment to general education, and the junior/senior experience. In addition, these activities are in direct support of the Academic Plan priority statement on assessment.

IV. Accomplishments/Productivity Expected and Evaluation Methods

Having an expert in measurement and evaluation on staff has led to increased support for faculty and staff in the areas of general education assessment, test writing, grading, and analysis of results. Increasing the position to full-time should improve the quality of evaluation and assessment efforts on campus, as well as the timely and accurate dissemination of assessment results to decision-makers on campus (i.e., department chairs, deans, and staff in the provost’s office). Measures would include feedback from faculty and staff clients, and peer review of the quality of evaluation instruments used by our faculty and staff.

V. Provide a listing of all incremental funds requested by the following categories

Personnel Services		
A/P	\$30,000	
C/S		
NTT		
Equipment and Instructional materials	\$6,500	
Library materials		
Contractual Services	\$11,750	
Other Operating Funds	\$6,000	
Total		\$54,250

VI. Are the requested funds to be included as permanent increase in the unit’s base budget?

X yes ___ no

VII. Will the project be supplemented by other funds?

___ yes X no

Contact person if questions

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