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**Student Affairs and Co-Curricular Units**

**2018-2019 ASSESSMENT PROJECT PLAN**

***Assessment projects can be focused on one of three different areas. Completed project plans will be due August 17, 2018 to Scott Tharp (***[***dtharp1@depaul.edu***](mailto:dtharp1@depaul.edu)***).***

***BASIC INFORMATION***

1. **Department / Unit Name:**
2. **Name of Primary Assessment Project Facilitator(s):**
3. **Are you considering collaborating with one or more departments in Student Affairs or other co-curricular units? If so, which ones?**
4. **Type of Assessment (Please select one by bolding your choice and listing your learning outcome as appropriate)**
   1. Student Learning

*Assessment of specific student learning outcomes expected to be achieved as a result of participation in at least two activities within a program-area.*

* + 1. List the specific program-area level outcome statement(s) related to your assessment question:
  1. Student Needs

*Assessment of the kinds of services or activities within a program-area(s) that students need, based on student and staff perceptions, institutional expectations, and research on student needs or trends in use.*

* 1. Program Benchmarking

*Assessment of the quality of services, program-areas, and facilities in comparison to institutional peers or institutions with best practices.*

***DEVELOPING THE QUESTION***

1. **What is the general topic of your assessment project for this year?**
2. **STUDENT AFFAIRS ONLY – Please list the specific program-area and associated activities in your department that are directly connected to your assessment project topic. (These can be found in your Program Area Map)**
3. **What is the specific assessment question your department/unit is attempting to answer this year related to your topic and your specific program-area and associated activities?**
4. **What previous literature, research, theories/models, or past assessment projects help to inform this project? Please provide relevant citations.**
5. **In planning for the assessment project, what possible assumptions do you have about what you will learn as a result of project?**

***CONNECTING TO STRATEGIC PRIORITIES***

1. **How does your proposed assessment question explicitly support your departmental / unit goals or needs?**
2. **STUDENT AFFAIRS ONLY – How does your proposed assessment question explicitly support one of division’s core functions (student academic support, student engagement, student success)?**
3. **How does your proposed assessment question explicitly support the** [**university strategic plan**](https://offices.depaul.edu/president/strategic-directions/planning-2024/Pages/default.aspx)**?**

***METHODOLOGY***

1. **Who will you collect data from for your project? What specific population (or sub-population) will you assess? What characteristics (if any) does this population have in common that is relevant for your assessment?**
2. **What is the total number of students (or institutions if doing program benchmarking) in this population?**
3. **Of this total population, how many students (or institutions if doing program benchmarking) do you plan to include in your sample for this assessment project?**
4. **What method(s) are you considering using to collect data for this project (select no more than 3 by marking your selection in bold):**

* Survey
* Document Analysis
* Reflection Papers
* Observation
* Interviews
* Focus Group
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I’m Not Sure and Request Assistance with Data Collection Methods

1. **How do you plan to analyze the data you plan to collect? Please mark your selection(s) in bold:**

* I plan to summarize data using raw numbers, percentages, or averages (descriptive statistics)
* I plan to compare data and make judgements about differences that I find (inferential statistics)
* I plan to summarize data using common themes and narrative descriptions (thematic coding)
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I’m Not Sure and Request Assistance with Data Analysis Methods

1. **Please describe why the data methods and analyses you selected are the most appropriate and best suited to answer your assessment question?**
2. **What type of assistance do you anticipate needing for this project (select all that apply by marking your selection(s) in bold)?**

* Methodology Design Assistance
* General Assessment Skills Training
* Access to Divisional or Institutional Data
* Survey Development
* Rubric Development
* Quantitative Data Analysis
* Qualitative Data Analysis
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* No Assistance Needed

1. **Who might be potential partners or stakeholders involved with this assessment project? (Other Student Affairs departments, Office of Institutional Planning and Research, Graduate Assistants, specific academic departments)**
2. **If collecting data directly from students please describe how you plan to obtain informed consent from the students participating in your assessment project?**
3. **Do you plan to seek IRB approval for this project? Please visit the Institutional Review Board website at** <http://research.depaul.edu/IRB/IRB_Home.html> **and click on “levels of review”, then “non-reviewable activities” to learn more.**

***NEXT STEPS AND TIMELINE***

1. **How do you hope to use the results of your project? Plans for use may be focused internally (e.g., program-area revisions, departmental changes) or externally (e.g., plans for collaboration, advocacy for policy changes).**
2. **How do you plan to share the results with the participants involved in your assessment project?**
3. **Who are the stakeholders who should see the results of this assessment project and how do you plan to share the results with them?**
4. **Do you plan to present or publish this assessment project for external audiences (i.e. professional association conference or journals)? If yes, please list the potential audience. (NOTE - If you answered yes, you will need to seek IRB approval. If you intend to seek IRB approval, please contact Scott Tharp, to assist with your application or to answer questions.)**
5. **Please indicate which month(s) you intend to conduct each step in the assessment process:**

* Finalize your assessment topic:
* Finalize your choice of data collection methods:
* Design measures to collect data (e.g., survey questions, interview protocol):
* Receive IRB approval (if applicable):
* Recruit participants and obtain informed consent:
* Collect data:
* Analyze data:
* Interpret findings:
* Identify recommendations based on your findings:
* Share results with participants or stakeholders:
* Implement recommendations:

1. **Additional Comments/Questions regarding your project:**