

**STEPS IN THE ASSESSMENT PROCESS & PLAN**

**A-team Session #4**

**October 09, 2007**

<b>STEP</b>	<b>YOUR ACTION</b>
<p><i>Define the Purpose of the Study:</i></p> <ul style="list-style-type: none"> <li>• Why are you doing this assessment?</li> </ul>	
<p><i>Determine what is important:</i></p> <ul style="list-style-type: none"> <li>• What is important to your department, division, and institution mission, values and goals?</li> </ul>	
<p><i>Determine the objective &amp; assessment outcomes:</i></p> <ul style="list-style-type: none"> <li>• Service outcome</li> <li>• Student Development outcome</li> <li>• Student Learning outcome</li> </ul>	
<p><b>ASSESSMENT</b></p> <p><i>What does current literature say that might inform your assessment outcome?</i></p> <ul style="list-style-type: none"> <li>• Best practices, programs, supportive studies?</li> </ul>	
<p><i>What kind of assessment method (design) is most appropriate for your outcome? Why?</i></p> <ul style="list-style-type: none"> <li>• Qualitative</li> <li>• Quantitative</li> <li>• Mixed Methods</li> </ul>	
<p><i>Which instrument will best measure your desired outcome?</i></p> <ul style="list-style-type: none"> <li>• (Questionnaire you develop, pre-existing survey, data you already have, example – frequency of use at health center, NCHA data, etc.)</li> </ul>	

<p><i>Sampling Strategy:</i> What conclusions do you want to make at the end of the study?</p> <ul style="list-style-type: none"> <li>• Who/what are you going to study and how... random, convenience, purposeful, etc.?</li> </ul> <p>Is the population you are assessing appropriate for the type of outcome selected?</p>	
<p><i>Data Analysis Process:</i></p> <ul style="list-style-type: none"> <li>• How will you analyze? Code, SPSS...</li> <li>• Assessment should exhibit principles of reliability, validity, and trustworthiness.</li> </ul>	
<p><i>Ethical considerations that may enter your project.</i></p> <ul style="list-style-type: none"> <li>• Do you need to seek Institutional Review Board approval?</li> </ul>	
<p><i>Special Issues/problems you might experience in doing your research.</i></p> <ul style="list-style-type: none"> <li>• How can you address these on the front end?</li> </ul>	
<p><b>EVALUATION</b> <i>Implications of your Study:</i></p> <ul style="list-style-type: none"> <li>• How will you use this data to improve practice?</li> <li>• How will you “close the loop?”</li> </ul>	
<p><i>Reporting and Future Plans:</i></p> <ul style="list-style-type: none"> <li>• How will you report the data?</li> <li>• To whom?</li> </ul>	

Modified by Jan Davis-Barham & Joel H. Scott (2006) from Upcraft & Schuh, *Assessment Practice in Student Affairs* (2001) and American College Personnel Association [ACPA], *Guidelines for Successful Assessment*, (2006)

