Administrative Unit Outcomes Fall 2013 Retreat

What? Administrative Unit Outcomes Retreat (and Budget Module)

Why?
- Accreditation requirements from the Western Association of Schools and Colleges (WASC).
- Connected to planning processes including Educational & Facilities Master Plans, budgets, Strategic Plan, administrative (non-instructional) program reviews.
- Overview of essential information you need to submit your department’s 2014-15 budget in the online program review.

Who? All managers involved in completing an administrative program review. If you are not able to attend, please send a representative from your department.

Where? UCEN-258

When? Wednesday, November 6, 2013
10:00am-1:00pm

What to do prior to the retreat:
- Review objectives from your most recent program review.
- Review AUOs from your most recent program review (we’ll provide a copy of each department’s program review at the retreat).
- You can print a PDF copy from the program review site www.canyons.edu/apr by clicking the “Preview” link on the main page for your department and then select print to PDF from the “file” drop down menu. If you need assistance, please contact Daylene Meuschke at x5329 or via email at daylene.meuschke@canyons.edu.
- Bring any questions you have regarding the online program review budget module.

We have also provided you with the AUO Model Assessment worksheet that mirrors the template used in the program review and provides details on what information should appear in each column. Please refer to this model for more details on the AUO process.

You will leave the retreat with an understanding of what is expected for your department’s AUO process to be at the proficiency level according to the ACCJC standards, a plan for revisions that are needed for your AUOs and/or department’s AUO process, and an understanding of how to submit your department’s budget in the program review budget module. We look forward to seeing you at the retreat.

What about the food? Oh, yes! A continental breakfast and beverages will be provided.
**Administrative Unit Outcomes (AUOs) Assessment Model:**
The purpose of this assessment process is to improve the unit’s service.

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<th>Mission &amp; Goals</th>
<th>Intended Objectives</th>
<th>Means of Assessment and Criteria for Success</th>
<th>Number of Cycles and Summary of Data Collected</th>
<th>Use of Results</th>
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<tbody>
<tr>
<td><strong>College Mission</strong> Drives</td>
<td>What will the unit provide, improve, increase, or decrease? Or What will the clients be satisfied with, receive, or understand?</td>
<td>What are the specific assessment tools that will establish the degree and extent of what is to be achieved? Assessment tool / measurement examples:</td>
<td>Indicate the number of cycles you have completed for each AUO (assessed, analyzed and identified action priorities as a result of the data). Summarize findings vis-à-vis outcomes, means of assessment, and criteria for success.</td>
<td>What do the data tell us about our process: o Goals o Objectives o Means of assessment o Criteria for success o Implementation process o Data collection and analysis What do the data tell us about our service improvement: o What, if anything, do we need to do at the department or unit level to improve our service? o What resources are necessary?</td>
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<td><strong>College Goals</strong> Drive</td>
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<td><strong>Unit Mission</strong> Drives</td>
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<td><strong>Unit Goals (or overarching AUOs)</strong></td>
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College Mission Drives

College Goals Drive

Unit Mission Drives

Unit Goals (or overarching AUOs)

AND / OR

Unit Goals Drive
Definitions

**Mission statement (Institutional):** A clear and succinct representation of the College’s purpose for existence and what it plans to accomplish in the future. It conveys the purpose, values, and work of the College.

**Strategic Goal:** overall accomplishments the College plans to achieve.

**Mission statement (Unit):** A description of both services provided and for whom those services are provided.

**Administrative Unit Outcome (or Department/Unit goal):** an overarching statement of what clients experience, receive or understand as a result of a given service. AUOs allow an area to focus its priorities in a more global fashion compared to objectives. At College of the Canyons, Department and Unit goals are prompted in part by college goals and generated by faculty/staff. They guide area planning and assessment.

**Objectives:** related to and flow from the College goals. Objectives are written as brief, clear and measurable statements of what customers will receive as a result of contact with your department.

**Assessment Model:**
Assessment of Administrative Unit Outcome (AUOs) is a 5 step process that measures what clients experience, receive, or understand as a result of a service as given in the [AUOs assessment model (see diagram)](#);

1. Addressing the Mission and Goals
2. Determining Outcomes and Objectives
3. Identifying Means of Assessment and Criteria for Success
4. Summarizing of Data Collected
5. Using of Results

**Action Priorities:** often the same as department or unit objectives but have a specified timeline in which the department plans to accomplish the stated priorities.

**Accreditation:** Process for evaluating and assuring the quality of education used by the American higher education community.

**Assessment Principles:**
- Assessment is an integral part of learning.
- Assessment embraces both external and self-evaluation.
- Assessment is based on expert judgment of explicit criteria or standards which are observable and/or measurable.
- Assessment can adapt to specific area needs.
- Assessment occurs in multiple modes and contexts.
- Assessment involves the examination of processes as well as products.
- Assessment informs the campus community so as to improve learning, planning and decision-making.