

## **Student Affairs Assessment Protocol**

This protocol is for any Student Affairs assessment: Student Learning Outcomes (SLOs)\*, satisfaction surveys\*\*, or other assessments\*\*.

1. Talk with your supervisor about the assessment (SLO or other assessment)
2. Meet with Assistant VP for Student Affairs or the Co-Chairs of Assessment if you need clarity or guidance.
3. Contact the Executive Assistant VP for Student Affairs in order to be put on the Student Affairs Assessment Team agenda (SAAT meets once a month)
  - a. Send them the anticipated timeframe and duration for the planned assessment
  - b. SLO Worksheet or the Survey
4. Contact one of the Chairs of SAAT for attendance at the next meeting and any materials they may want to receive prior to the meeting in order to discuss either.

Examples:

  - a. SLO worksheet and timing of assessment
  - or
  - b. Timing of your other assessment and how many students being assessed
5. Submit data to the SA TracDat representative once all data has been collected
6. If completing SLO worksheet – submit report to SAAT Leaders (Co-Chairs of Assessment Team, Assistant VP of Student Affairs, and Executive Assistant VP of Student Affairs) by the time indicated by the timeline (see below).
7. Participants will be notified about when their report will be discussed and they will have the option to be there to present it.

## **Student Affairs Annual SLO Assessment Timeline**

- 1. August 15** – SAAT Leaders (Co-Chairs of Assessment Team, Assistant VP of Student Affairs, and Executive Assistant VP of Student Affairs) that you will be doing an assessment and tell them when you will submit your final report (see dates below)
- 2.** Schedule with the Co Chairs SAAT Leaders a date from the SAATs meetings dates to submit your SLO Assessment Report to the SAAT Leaders and to the TracDat uploader.

\*SLO Worksheets need to be approved by SAAT before it is assessed.

\*\* Satisfaction surveys or other assessments will only need timing approval from SAAT.