# Student Support template in Planning

Dear Student Support program representatives,

As we start the AY22-23 assessment cycle in September, I want to thank you for your feedback leading to the creation of a revised assessment plan reporting structure. The key sections of the new ***Assessment Plan – Student Support Programs*** in Planning fall under four “templates” with the annual reporting requirements noted in parentheses:

1. Mission statement (1 per program)

Figure . Sample table of contents for a complete plan

1. Goal/Learning Outcome and Assessment (4 goals/outcomes per program, any combination; assessment sections for any 2 of them)
2. Activity-to-Goal Grid (optional - 1 per program)
3. Stakeholder Engagement (1 per program)

To reduce the number of clicks for you and more visibly link assessments to the relevant goal/outcome, the new structure integrates assessment methods, history, results, action plans, and timelines into the Goal/Learning Outcome template.

I will send you an invitation for a training workshop in September to walk through how to set up the new assessment plan and quickly transfer information from your export into the new templates.

**For programs that have previously used Planning**, for this year only I cannot automatically copy last year’s information into the new templates, so you will need to copy/paste that information manually. To facilitate that process, I will be sending you an export of your AY21-22 entries in the near future.

Thanks for your time.

Cathy

# Student Support programs:

1. Academic Success Center (Student Disability Services, UROP)
2. CAPS
3. CHAMPS
4. DOSO Care and Conduct
5. TRIO
6. University Advising Center (Advising, OMVAE)
7. Warrior 360 (including APEX, Warrior VIP)

# **Student Support Assessment Plan Templates (F22 launch)**

# Template 1: Mission Statement

(Requirement: 1 per program)

## 1.1 Program Mission

*Replace the default text with “Mission: [Your Program]” (e.g., Mission: WSU Assessment)*

## 1.2 Mission Statement

*Enter a brief (2-4 sentence) mission statement - a brief description of the program’s or office’s: Purpose - Why the program exists; Offerings– What services or supports the program offers; Target audience/Stakeholders – Who benefits from the program*

# Template 2: Goal/Learning Outcome and Assessment

(Requirements: **Sections 2.1-2.4**: 4 per program; **Sections 2.5-2.9:** 2 per program)

2.1 Goal/Outcome Title (Assessment Method Keyword)

*Enter a keyword for this goal/learning outcome. Add a keyword/phrase in parentheses at the end. (e.g., Navigate WSU systems (Advisor observation). Create a separate item for a different goal/outcome or for an additional assessment method for the same goal/outcome.*

## 2.2 Goal/Outcome Number

*This value is used for sorting your Goals/Learning Outcomes. Enter a logical value (must include one decimal, e.g., 1.0, 1.1, 2.0) to order your Goals/Learning Outcomes.*

## 2.3 Goal/Learning Outcome Description

*What is one strategic or operational goal or one learning outcome for your program? (Learning outcomes can be cognitive, affective, interpersonal/social, or psychomotor goals.) Please create a separate Goal/Learning Outcome item for each goal/outcome.*

## 2.4 WSU Strategic Plan Alignment

*Which strategic focus area(s) of the WSU Strategic Plan does this goal/outcome support? (Select all that apply.)*

1. Research and Discovery: An unrelenting quest

2. Teaching, Learning and Student Success: The heart of our university

3. Outreach and Engagement: Our inextricable ties with our community

4. Diversity, Equity, and Inclusion: Our unwavering commitment

5. Financial Sustainability and Operational Excellence: The necessary foundation for our mission

## 2.5 Method/Data Source

Describe the method for collecting new data or reviewing existing data that you will use to determine whether this goal or outcomes is being achieved. Include a target or standard for success. Provide enough information so that a colleague in your office could carry out the process if you are unable to do so.

+File (attachments allowed)

## 2.6 Method History

*Please make a selection from the pulldown menu for any assessment method that you are actively using this year. (For methods that you do not plan to use this year, you can ignore this item.)*

(Pulldown menu options:

* This is a new or revised method that has NOT been used before in its current form.
* This method has been used before in its current form.)

## 2.7 Results

*Summarize what you learned from your data in relation to this goal/outcome. State whether those results met your performance target(s). Include (in the box or as an attachment) the de-identified data that your summary represents and mention any context for or problems with the data that are relevant to interpreting the results.*

+File (attachments allowed)

## 2.8 Action Plan (with Timeline)

*An action plan states the concrete actions your program will take in direct response to the assessment results above to improve student learning or success. It also identifies individuals or groups responsible for carrying out those actions and the timeline for doing so. If you are making a change to your program, please mention how and when you will re-assess to see if the change has had the desired positive impact on student learning or success.*

+File (attachments allowed)

2.9 HLC (Accreditation) Alignment

Would this assessment’s results and action plan provide good data-based evidence for the next WSU accreditation report to the Higher Learning Commission? (See criteria details at <https://www.hlcommission.org/Policies/criteria-and-core-components.html>)

(Pulldown menu options:

* No
  + Yes, for 1. Mission: The institution’s mission guides the institution’s operations.
  + Yes, for 2. Integrity: Ethical and Responsible Conduct
  + Yes, for 3. Teaching and Learning: Quality, Resources, and Support
  + Yes, for 4. Teaching and Learning: Evaluation and Improvement
  + Yes, for 5. Institutional Effectiveness, Resources, and Planning)

# Template 3: Activity-to-Goal Grid (optional)

(A table showing which goal(s) are supported by each of your program’s main activities. It is a strategic planning tool for thinking about distribution and coverage of goals that also helps you identify useful places to do assessments.)

(Requirement: 1 per program, optional)

## 3.1 Program Grid

*Replace the default text with “Grid: [Your Program}” (e.g., Grid: WSU Assessment).*

## 3.2 Attach Activity-to-Goal Grid Here

*Use the Student Support Grid template at* [*https://wayne.edu/assessment/files/student\_support\_activity-to-goal\_grid\_template.xlsx*](https://wayne.edu/assessment/files/student_support_activity-to-goal_grid_template.xlsx) *to create a table showing which of your activities or programming supports each of your program’s goals. The grid can help you think about distribution and coverage of goals and good opportunities for assessing them.*

# Template 4: Stakeholder Engagement

(Requirements: **Sections 4.1-4.3**: 1 per program; **Section 4.4:** 1, optional for AY22-23)

## 4.1 Program Stakeholders

*Replace the default text with a "Stakeholders: [Your Program]" (e.g., Stakeholders: WSU Assessment)*

## 4.2 Stakeholder Groups

*Please indicate all groups that your program identifies as key stakeholders:*

Students

Program colleagues (e.g., faculty, staff, immediate supervisor)

WSU colleagues beyond your immediate program (e.g., your broader unit or division; other units, departments, or divisions)

Non-WSU stakeholders (e.g., community or industry partners, advisory groups, employers, accrediting bodies)

Other (Please explain in the Engagement Plan box below.)

## 4.3 Engagement Plan

*Please briefly describe when and how you will share your program's assessment activities with at least one of your stakeholder groups and how you will gather their feedback. (Feel free to attach related documents, such as handouts or reports shared with your stakeholders or survey and focus group questions, as supplemental information.)*

## *Examples: (1) Program will hold focus groups with students every October to discuss assessment priorities and recent results; feedback will be recorded in notes. (2) Employers/advisory boards will receive a survey each July that asks for comments on relevant excerpts of the assessment plan/results/action plan to gather feedback and interpretation.*

## 4.4 Stakeholder Feedback (optional pilot in AY22-23)

*Please summarize the feedback, comments, or ideas your stakeholder group(s) provided about your assessment activities or your program. (Feel free to add an attachment with supplemental detail.)*