**Annual Non Academic Program Assessment Report**

**Department/Program:** (e.g. Residence Life)

**Program Director:**

**Program Year Reviewed:**

**Assessment Coordinator:** (who prepared the report)

**Questions about report directed to:** (who prepared the report)

**Report approved by:** (Dean/Director/Other)

**Brief Program Narrative (1-2 paragraphs):**

* Program Mission or general description of program
* Context: changes/challenges throughout the year that impacted outcomes; rationale for any changes throughout the year, etc.

**Section 1: Program Objectives** The purpose of this section is to demonstrate the process of reviewing the objectives to ensure they remain consistent with the program mission and the constituents’ needs.

1. Prior to this year, when was the most recent year that you reviewed Program Objectives?
2. Please list your program objectives in the table and indicate how frequently you will assess each objective. You are required to review each objective at least once every three years, if not more often.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Academic Years to be reviewed** | | | | |
| **Objective** | **18-19** | **19-20** | **20-21** | **21-22** | **22-23** |
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1. Are your Program Objectives available on the department or program website?
   1. Yes
   2. No
2. Were your Program Objectives approved or modified within the past three years?
   1. Yes
   2. No
3. Please describe the process of reviewing the Program Objectives.
4. List the stakeholders and describe how they are involved in reviewing Program Objectives.
5. Describe the process by which Program Objectives can be modified.
6. Are there elements of the Program Objectives that are overly burdensome to perform or manage that need to be revised?
   1. Yes
   2. No
7. Please describe any weaknesses in the Program Objective assessment that need to be remedied.

**Program Objective Assessment Results: (**Assessment is the process of quantifying the metric outcomes against the desired results; it answers the question of whether students demonstrated what was being measured at the target level. In the next step, you will evaluate the results of the assessment)

*Provide assessment results preferably in tables. Organize per objective.* ***Suggested tables*** *are:*

**Program Objective x:** (*please list outcome with the program target here)*

|  |  |  |
| --- | --- | --- |
| **Assessment Metric:** *Provide metric name* | | |
| **Performance Indicators** | **Metric Details and notes** | **Grade** |
| *Describe performance indicator* | *Provide Specific information on metric and quantitative results* | *Grade assigned: Exceeds Target, Meets Target, Below Target (targets set by program/department)* |
| Notes: Person filling out form, date, etc. | | |

**Example:**

Objective 4: Provide an environment that fosters holistic student development

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Objective** | **Performance Indicator** | | **Target** | **Score** | **Grade** |
| 4 | 1 | RA’s will fulfill the required programing requirements (3 educational programs, 3 educationally passive programs, and 10 activities; N= 16) | 100% | 80% | BT |
| 2 | RHA, RAD, and/or Residence Life Director will plan and present social and educational programs geared for the whole Residence Life residential program | 1/month | 2.05 | ET |
| 3 | Respondents will rate their overall satisfaction living in the residents hall as satisfied or very satisfied. | 80% | 85% | ET |
| 4 | Students living in the residence hall will attend at least 3 programs or activities each semester | 50% | NA | NA |

**Section 3: Objective Evaluation** (Evaluation is an opportunity for you to critically reflect on the assessment grade in the previous step, and interpret the meaning. For example, if you set a performance target and the target has been met, someone in your program may note that while the average score is acceptable, that reflects high scores, but over half the scores were low, which may not be acceptable. Conversely, you may get 100% of students meeting a target, and decide that you need to increase the skill level on that target to become more rigorous or modify the objective in other ways to ensure quality improvement).

1. Please describe the process by which objectives are evaluated. *Include frequency, committee members involved, and approval process details.*
2. Have criteria been defined to determine when a program objective needs to be reviewed or revised?
   1. Yes
   2. No
3. Have criteria been identified to determine when additional resources or interventions need to be implemented to ensure that the program can meet the objectives?
   1. Yes
   2. No
4. Describe any modifications to the Program Objective Assessment that have been implemented
5. Describe any new interventions that have been recommended to meet performance criteria that needed improvement since your last evaluation was conducted.

**Program Objective Evaluation Results:**

*(Provide evaluation results organized per Objective. Table must provide: an evaluation grade of “excellent, satisfactory, or unsatisfactory” for each performance indicator; recommended action; and actions taken. Use the below table.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Performance Indicator** | **Assessment Metric** | **Assessment Grade** | **Evaluation (Excellent, Satisfactory, Needs improvement)** | **Discussions and Recommended Actions** | **Actions taken since last evaluation** |
| *Performance indicator 1* | *Metric 1* |  |  |  |  |
| *Metric 2* |  |
| *Performance indicator 2* | *Metric 1* |  |  |  |  |
| *Metric 2* |  |
| **Notes:** | | | | | |
| **Actions:** | | | | | |
| **Evaluation date**: | | | | | |

**Example**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Objective | **Performance Indicators** | | **Benchmark** | **2017/2018 Score** | **Evaluation** | **Recommended Actions** |
| 1 | 1 | Eligible freshman will live on-campus | 100% | 100% |  | Beginning for applications for the Fall 2019 academic year, all new students applying for Montana Tech will be required to answer a set of logic questions to determine housing requirement. This will help to ensure that 100% of all eligible freshmen will live on campus and/or apply for housing exemption |
| 2 | 2 | Upper-class students seeking on-campus housing will receive on-campus housing | 100% | 100% |  |  |
| 3 | 1 | RA’s will complete the online training course completing journal entries and passing the end of course examination with a minimum score of 75%. | 100% | NA | NA | Will begin for 2018-2019 AY |
| 2 | Residence respondents will rate the RA’s as satisfactory |  |  |  |  |
| Availability |  | 86% | Satisfactory |  |
| Friendliness |  | 74% | Unsatisfactory | Will be addressed during RA training for the 2018-2019 year. |
| Referral Knowledge |  | 74% | Unsatisfactory | Will be addressed during RA training for the 2018-2019 year. |
| Problem Solving |  | 82% | Satisfactory |  |
| Creating a Quiet Environment |  | 81% | Satisfactory |  |
| Policy Enforcement |  | 82% | Satisfactory |  |
| Treating everyone fairly |  | 87% | Satisfactory |  |
| Event Planning/Organizing events |  | 77% | Unsatisfactory | Will be addressed during RA training for the 2018-2019 year. |
| Promoting Tolerance of Others |  | 82% | Satisfactory |  |
| Appreciating Diversity |  | 80% | Satisfactory |  |
| 3 | Respondents will rate their overall satisfaction with RA’s as satisfied or very satisfied. |  | 87% | Satisfactory |  |
| 4 | 1 | RA’s will fulfill the required programing requirements (3 educational programs, 3 educationally passive programs, and 10 activities) | 100% | 80% | Unsatisfactory | RA's not meeting the requirement were terminated, placed on probation, and/or resigned. |
| 2 | RHA, RAD and/or Director of Residence Life will plan and present social and educational programs once per month geared for the whole Residence Life residential program. | 1/month | 2.05 | Satisfactory |  |
| 3 | Respondents will rate their overall satisfaction living in the residence hall as satisfied or very satisfied. | 80% | 85% | Satisfactory |  |
| 4 | Students living in the residence hall attend at least 3 programs or activities each semester. | 50% | NA | NA | Will begin for 2018-2019 AY |
| 5 | 1 | Update/upgrade public area spaces as need and funding permits |  |  |  |  |
| 2 | Unique spaces will be created and/or improved as space and funding permits |  |  |  |  |

**Notes:**

**Actions:**

**Evaluation Date:**