



## Annual Assessment and Program Evaluation Review Form

**College/School/Division:** Student Affairs

**Department:**

**Academic Programs:**

**Academic Year/Assessment Year:** 2006-2007

**Date Submitted:** December 3, 2007

**Submitted by:** Earl M. Hilton

### **Comments and Recommendations:**

The 2006-2007 assessment and evaluation report for the Division of Student Affairs needs major improvements. The objectives are vague and non specific. Missing from the objectives is a quantitative description of the measurable standards of performance. The assessment measures used to determine whether the objectives have been achieved are not robust. Further, there should be more than one method of assessing each objective. Critically important is the lack of data and data analysis to explain how programs will be improved.

Is there a strategic plan for Student Affairs? If so, does it include overall objectives for the division? Do the division objectives include the broadly defined objectives in the work plans for each of the major units in the division? Another option is to take a thematic approach to the expectations for the major units that would cluster two to three complementary objectives for two or more of the major units. The objectives in the strategic plan should also reflect the University's Futures goals and objectives.

The SACS *Principles* for student affairs units (see below) are a useful guide to the kinds of objectives that should be developed as well as the data to be collected.

- 2.10** The institution provides student support programs, services, and activities consistent with its mission that promote student learning and enhance the development of students.
- 3.9.1** The institution publishes a clear and appropriate statement of student rights and responsibilities and disseminates the statement to the campus community.
- 3.9.2** The institution protects the security, confidentiality, and integrity of the student records.
- 3.9.3** The institution provides services supporting its mission with qualified personnel to ensure the quality and effectiveness of its student affairs program.
- 4.5** The institution has adequate procedures for addressing written student complaints and is responsible for demonstrating that it follows those procedures when resolving student complaints.

The *Principles of Accreditation: Foundations for Quality Enhancement* handbook (<http://www.sacscoc.org/pdf/handbooks/Exhibit%2031.Resource%20Manual.pdf>) provides samples of the documentation to be presented as evidence that the *Principles* have been met.