

Division Unit Report for the Assessment Institute Advisory Board Submitted by Tomarra Adams, Chair

Please complete **Columns 1 through 6** and return by **November 1, 2015**, to Administrative Division Reps Kerry Kincanon, kerry.kincanon@oregonstate.edu , and Brett McFarlane, bmcfarlane@ucdavis.edu , with a copy to Administrative Division Liaisons Maxine Coffey, mcoffey@ksu.edu , and Jennifer Joslin, jejoslin@ksu.edu . Please copy your unit's Executive Office Liaison as well.

Two columns have been added to the November 2015 report form, providing a place to indicate which other units (if any) your group will collaborate with in achieving its 2015-16 outcomes, and what challenges (if any) you anticipate in achieving those outcomes. The Executive Office will compile a summary of the Administrative Division reports and provide it to all Division chairs for their use in identifying possible areas of future collaboration.

Columns 7 and 8 are included only for reference at this time, as they will not be completed until the progress report due August 15, 2016.

NACADA Strategic Goal(s) (List strategic goal(s) to which the outcome is related)	Specific desired outcome (What you want to occur as a result of your efforts; what you want someone to know, do, or value)	Actions, activities or opportunities for outcome to occur (What processes need to be in place to achieve desired outcome)	Outcome measurements & related data instrument(s) (How you will specifically measure for the outcome and any instruments you will specifically use e.g. survey, focus group)	Other groups or individuals (if any) to connect with in achieving this outcome (List any plans or opportunities for collaboration with other Committees, Advisory Boards or units regarding this outcome)	Challenges (if any) anticipated in achieving this outcome (How you plan to address difficulties that may arise as you work to achieve the outcome)	Progress toward achieving outcome (Only completed in August 2016 report)	Future action(s) based on data (Data-informed decisions) (Only completed in August 2016 report)
A- Further Collaborate/ Coordinate with other NACADA Boards and Commissions B- Revise the curriculum and presentations for the Assessment Institute C- Refine assessment	A – Further develop social media & blog posts, and communication with the Assessment Commission listserv with intentional educational information on assessment and advertise the institute. B – Work with Assessment Institute faculty on refining curriculum for the plenary, special topics, and work groups to improve participant learning and	A- Assign roles and timelines within the Advisory Board for posts to be submitted to EO and Assessment Commission chair for posting. Explore opportunities to work more closely with other boards. B- Continue rotation of assessment faculty on plenary sessions and special topics workshops. Begin to revisit the structure of the plenary sessions to accommodate multiple participant levels for	A – Measurement of communication will be pulled from Assessment Institute survey and qualitative feedback from both boards. B- Assessment Institute evaluations after each plenary and the end-of-institute survey. Improved mean scores and qualitative analysis of the written comments. C- Revised instruments and data to continue to inform the planning and implementation process	A- Assessment Commission & Executive Office B/C – AS Advisory Board and AS Faculty	A- N/A B/C – AS Faculty and Board Buy-in to a new format and curriculum	A-We did work with Assessment Commission on direct marketing of the Assessment Institute & generated a blog through Advisory Board B/C – Management Team	A – Continue to partner with Assessment Commission and develop more instructive timeline for other communications. B/C- Revisit the impact of the

<p>tools for participants of the Institute for the work groups and plenary sessions</p>	<p>satisfaction.</p> <p>C- Opportunity for Assessment faculty to have more specific knowledge of what is learned in the different setting of the AS.</p>	<p>2017-18. Introduce a pre-Assessment Institute video for 2016, targeting newcomers. Develop template curriculum outlines for work groups.</p> <p>C- Revise plenary and end-of-institute assessment to be more focused to include more learning outcomes and information for all areas.</p>	<p>of the Assessment Institute.</p>			<p>met to revise structure and curriculum of the AS</p>	<p>changes made through AS evaluations and post-event assessment with participants and faculty. Potential to add post-event follow-up (e.g. online modules) with participants in 2018.</p>
---	--	--	-------------------------------------	--	--	---	--