

## APPENDIX B

### Office of Assessment // NDSU Division of Student Affairs Assessment Experiences and Needs Survey

Please spend a few minutes to tell us about your assessment experiences and needs. The Office of Assessment will use this information to develop training programs and resources relevant to the Division of Student Affairs. Your responses are confidential; results will be reported in aggregate.

For the purpose of this survey, *assessment* is defined as “a systematic process of gathering and using evidence to improve programs and services.”

*Program/department* is defined as the area that you primarily work in or oversee. For small departments that may be the whole department; for larger departments that may be a smaller focus area.

The survey is broken down into three parts: Assessment Experience and Opinions, Professional Development, and Professional Experience.

#### Assessment Experience and Opinions

- 1. Please indicate the level of responsibility for assessment activities required in your position.**
  - I do not engage in assessment activities (*Note: if respondent chooses this option, skip to question #7 under “Professional Development”*)
  - I engage in assessment activities, but I am unsure if it is a part of my official job duties
  - I engage in assessment activities, but it is not a part of my official job duties
  - Assessment responsibilities are part of my official job duties
  
- 2. To what extent are you prepared to meet the assessment responsibilities of your current position?**
  - Very prepared
  - Prepared
  - Somewhat prepared
  - Somewhat unprepared
  - Unprepared
  - Very unprepared
  
- 3. Are you responsible for submitting an assessment report for your unit to the Office of Assessment?**
  - Yes
  - No
  
- 4. Please indicate the level at which you engage in the following assessment activities:**

#### *Response Options:*

- *I do not participate in this activity*
- *I participate in this activity with assistance or direction*
- *I plan and/or assist others with this activity*
- *I lead efforts related to this activity*

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### **Activities:**

#### **Assessment Planning**

- Planning assessment at the program level (i.e., developing, implementing, and updating an assessment plan)
- Planning assessment at the office/department level
- Considering guidelines for ethical assessment (i.e., IRB guidelines, sensitivity of data, etc.)
- Writing program and learning outcomes
- Aligning program and learning outcomes with division and institutional goals and values

#### **Data Collection and Analysis**

- Choosing appropriate data collection methods (e.g., surveys, focus groups, interviews, rubrics)
- Designing and implementing appropriate data collection methods
- Designing and implementing fidelity studies (i.e., evaluating the extent to which a program is implemented as it was planned)
- Analyzing quantitative and/or qualitative data

#### **Using and Reporting Assessment Results**

- Using assessment results for program/service improvement
- Communicating assessment results to internal stakeholders (e.g., reports, meetings with stakeholders, marketing materials, NDSU news items)
- Communicating assessment results to external stakeholders (e.g., press releases, publishing reports or articles, conference presentations)

#### **Using Existing Assessment Resources**

- Effectively using external assessment instruments (e.g., NSSE, CIRP, and other external instruments)
- Using Campus Labs Products: Baseline (formerly Student Voice) and/or Compliance Assist
- Evaluating and using appropriate sources of evidence from professional literature (e.g., journal articles, reports)

**5. Please indicate your level of agreement with the following statements. (Strongly Agree, Agree, Somewhat Agree, Somewhat Disagree, Disagree, Strongly Disagree)**

- Assessment efforts are supported in my program/department
- Assessment is regularly conducted in my program/department
- Assessment results are used for decision-making in my program/department
- I contribute to assessment activities in my program/department
- I do not have time to do assessment
- I incorporate assessment directly into my work
- Assessment is everyone's responsibility
- The primary purpose of assessment is to justify requests for resources
- The primary purpose of assessment is to satisfy division and university requirements (e.g., assessment reporting, accreditation)
- The primary purpose of assessment is to determine the impact of programs and services on student learning

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**6. What role(s) does assessment currently play in your work?**

[text box]

**7. What role(s) do you wish assessment could play in your work?**

[text box]

### **Professional Development**

**8. How interested are you in professional development on the following assessment topics?**

*Response Options:*

- *Not at all interested*
- *Slightly interested*
- *Moderately interested*
- *Very interested*

**Topics:**

**Assessment Basics**

- Assessment basics (i.e., overview of purpose, terms, methods, etc.)
- Effective assessment planning
- Understanding guidelines for ethical assessment
- Writing learning and program outcomes
- Aligning program and learning outcomes with division and institutional goals and values

**Data Collection and Analysis**

- Choosing appropriate data collection methods (e.g., surveys, focus groups, interviews, rubrics)
- Designing and implementing data collection methods
- Designing and implementing fidelity studies (i.e., evaluating the extent to which a program is implemented as it was planned)
- Analyzing quantitative and/or qualitative data

**Using and Reporting Assessment Results**

- Using assessment results for program and service improvement
- Communicating assessment results to internal stakeholders
- Communicating assessment results to external stakeholders

**Using Existing Assessment Resources**

- Evaluating and using appropriate sources of evidence from professional literature
- Using Campus Labs Products: Baseline (formerly Student Voice) and/or Compliance Assist
- Effectively using external assessment instruments

**9. Please list any other assessment-related topic for which you would like additional professional development.**

[text box]

**10. Which training formats do you prefer? (Check all that apply)**

- 60-90 minute training program
- Individual consultation

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- Workgroup meetings
- On-line videos
- Webinar
- On-line templates and examples
- ½ day workshop
- Full day workshop
- Professional literature (journal articles, etc.)
- Attending an assessment conference or workshop off-campus
- Discussion with colleagues
- Other: \_\_\_\_\_

### **Professional Experience**

**11. How many years have you worked in the NDSU Division of Student Affairs?**

- Less than 3 years
- 3-6 years
- 7-10 years
- 11-14 years
- 15 or more years

**12. Do you supervise full-time staff members?**

- Yes
- No

**13. Do you supervise graduate or undergraduate students?**

- Yes
- No

**Thank you for your participation.  
Your feedback will help us better serve the Division of Student Affairs.**