

CAAS Assessment Strategy

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HISTORY

- Assessment process can be used by any organization or department with multiple functions
- NCAA Self-Study required outside review
- Improvement plan included a review by faculty athletics committee over a three year period
- Split the main components of the academic program into three parts, each reviewed annually
- May 2007—Began using assessment process
- May 2009—Adjusted topics using NCAA 3rd cycle certification language



Assessment Process

- Summary of current staff and topics (See HANDOUT)
- Discussion of process to create assessments by the staff
- May staff meeting to discuss feedback from current year and early recommendations for next year
- Finalizing each person's assessment and one last review by the staff
- Discuss actual template used using sample from 2007-2010, APR as a topic (See HANDOUT)



Staff Meeting Planning

- Recommendations for 2009-10
- Copied from every assessment
- Organized by month, fall, spring, summer and yearly
- Responsibility of staff to address their assessments and the recommendations for 2009-10
- Staff responsibility for staff meeting agenda—tentative agenda sent out one week prior to meetings which are held generally every 2-3 weeks



Big Picture

- Reducing conversations for May meeting
- Impact on new full-time staff member
- Comprehensive learning for interns
- Mission, Strategic Plan, Individual Assessments
- Internal Manual
- NCAA 3rd Cycle Certification
- Use of assessment strategy by any organization