ROGERS STATE UNIVERSITY

2009-2010 ADMINISTRATIVE AND EDUCATIONAL SUPPORT EVALUATION REPORT

Student Affairs

**Unit Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Items in Green are most likely to align with Student Affairs**

**Part I: Relationship of Mission and Commitments/Goals/Objectives**

1. Describe the unit linkage to the university’s mission and commitments.

|  |  |  |  |
| --- | --- | --- | --- |
| **RSU Mission** | **Student Affairs Mission**  **(Vice-Presidential Level)** | **Department Mission** | **Unit Mission** |
| Our mission is to ensure students develop the skills and knowledge required to achieve professional and personal goals in dynamic local and global communities |  |  |  |

| **RSU Commitments**  **(Effective 2009-2010)** | **Student Affairs Goals**  **(Vice-Presidential Level)** | **Department Goals or Objectives** | **Unit Objectives** |
| --- | --- | --- | --- |
| 1. To provide quality associate, baccalaureate, and graduate degree opportunities and educational experiences which foster student excellence in oral and written communications, scientific reasoning, and critical and creative thinking. |  |  |  |
| 1. To promote an atmosphere of academic and intellectual freedom and respect for diverse expression in an environment of physical safety that is supportive of teaching and learning |  |  |  |
| 1. To provide a general liberal arts education that supports specialized academic programs and prepares students for lifelong learning and service in a diverse society. |  |  |  |
| 1. To provide students with a diverse, innovative faculty dedicated to excellence in teaching, scholarly pursuits, and continuous improvement of programs. |  |  |  |
| 1. To provide University-wide student services, activities, and resources that complement academic programs. |  |  |  |
| 1. To support and strengthen student, faculty, and administrative structures that promote shared governance of the institution. |  |  |  |
| 1. To promote and encourage student, faculty, staff, and community interaction in a positive academic climate that creates opportunities for cultural, intellectual, and personal enrichment for the University and the communities it serves. |  |  |  |

**Part II: Discussion of Assessment of Plans for this Academic Year**

DO NOT COMPLETE THE PART II FOR THE 2009-2010 REPORT

1. Your unit plan for 2009-2010 included specific changes that would occur during the year that just ended. Which of those changes occurred and which did not? If no changes were planned, simply state, “No changes were planned.”

| **Changes that Occurred or Planned** | **Inclusion of Changes Into Academic Plan or Budget** |
| --- | --- |
|  |  |
|  |  |

1. Members of the Evaluation Committee, as peer reviewers, provided feedback and recommendations. Which of the recommended changes occurred and which did not? If no changes were recommended last year, simply state, “No changes recommended.”

| ***Feedback and Recommended Changes from the Evaluation Committee*** | ***Description for Changes that Occurred or***  ***Rationale for Changes that Did Not Occur*** |
| --- | --- |
|  |  |
|  |  |

**Part III: Analysis of Evidence for this Academic Year**

1. Complete the following table. Describe the EVIDENCE in the *Summary of Collected Data* column and include tables as applicable. Then, write a brief analysis of the data in the *Analysis* column and draw conclusions in the *Conclusions* column. Indicate whether the standard was met by writing Yes or No.

| **Objective** | **Evaluation**  **Measure** | **Performance Standard** | **N** | **Summary of Collected Data** | **Analyses and Conclusions** | **Standard Met**  **Y/N** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Part IV: Use of the Results for Improvement**

1. Consider what the *EVIDENCE* is telling you. As a result of your CONCLUSIONS (as stated in the previous table), describe any changes for the next year.

| Objective | Changes in the Objective, Evaluation Measure, Performance Standard or  Data Collection method for this Objective |
| --- | --- |
|  |  |
|  |  |
|  |  |

**Part V: Communication of Report**

1. How do you plan to communicate the conclusions and planned changes to stakeholders inside and outside the institution?

| **Communication to Stakeholders** | |
| --- | --- |
| University Administration |  |
| Academic Departments |  |
| Students |  |
| Parents |  |
| Employers of Graduates |  |

1. Provide the names and signatures of all employees involved in the data collection and/or analysis of this Report and their role in that process.

| Employee | Signature | Specify their Role | Date of Activity |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

1. Reviewed by:

|  | Name | Signature | Date of Activity |
| --- | --- | --- | --- |
| Unit Director |  |  |  |
| Department Director  (if applicable) |  |  |  |
| Vice President |  |  |  |

This report is due to the Office of Accountability and Academics in electronic form with #8 completed demonstrating scanned signatures by November 1.

ROGERS STATE UNIVERSITY

2009-2010 ADMINISTRATIVE AND EDUCATIONAL SUPPORT EVALUATION REPORT

Student Affairs

**Unit Name: Career Services**

**Part I: Relationship of Mission and Commitments/**

**Goals/Objectives**

1. Describe the unit linkage to the university’s mission and commitments.

|  |  |  |  |
| --- | --- | --- | --- |
| **RSU Mission** | **Student Affairs Mission**  **(Vice-Presidential Level)** | **Department Mission** | **Unit Mission** |
| Our mission is to ensure students develop the skills and knowledge required to achieve professional and personal goals in dynamic local and global communities |  |  | The Mission of RSU Career Services is to assist students in transition from academia to the world of work by preparing student for life after graduation. |

| **RSU Commitments**  **(Effective 2009-2010)** | **Student Affairs Goals**  **(Vice-Presidential Level)** | **Department Goals or Objectives** | **Unit Objectives** |
| --- | --- | --- | --- |
| 1. To provide quality associate, baccalaureate, and graduate degree opportunities and educational experiences which foster student excellence in oral and written communications, scientific reasoning, and critical and creative thinking. |  |  |  |
| 1. To promote an atmosphere of academic and intellectual freedom and respect for diverse expression in an environment of physical safety that is supportive of teaching and learning |  |  |  |
| 1. To provide a general liberal arts education that supports specialized academic programs and prepares students for lifelong learning and service in a diverse society. |  |  |  |
| 1. To provide students with a diverse, innovative faculty dedicated to excellence in teaching, scholarly pursuits, and continuous improvement of programs. |  |  |  |
| 1. To provide University-wide student services, activities, and resources that complement academic programs. |  |  | 1. Students attending Career Service resume workshops will produce quality resumes. 2. Career Services will provide job search assistance. 3. Graduates will be satisfied with services provided by the Career Center |
| 1. To support and strengthen student, faculty, and administrative structures that promote shared governance of the institution. |  |  |  |
| 1. To promote and encourage student, faculty, staff, and community interaction in a positive academic climate that creates opportunities for cultural, intellectual, and personal enrichment for the University and the communities it serves. |  |  |  |

**Part II: Discussion of Assessment of Plans for this Academic Year**

DO NOT COMPLETE PART II FOR THE 2009-2010 REPORT

1. Your unit plan for 2008-2009 included specific changes that would occur during the year that just ended. Which of those changes occurred and which did not? If no changes were planned, simply state, “No changes were planned.”

| **Changes that Occurred or Planned** | **Inclusion of Changes Into Academic Plan or Budget** |
| --- | --- |
|  |  |
|  |  |

1. Members of the Evaluation Committee, as peer reviewers, provided feedback and recommendations. Which of the recommended changes occurred and which did not? If no changes were recommended last year, simply state, “No changes recommended.”

| **Feedback and Recommended Changes from the Evaluation Committee** | **Description for Changes that Occurred or**  **Rationale for Changes that Did Not Occur** |
| --- | --- |
|  |  |
|  |  |

**Part III: Analysis of Evidence for this Academic Year**

1. Complete the following table. Describe the EVIDENCE in the *Summary of Collected Data* column and include tables as applicable. Then, write a brief analysis of the data in the *Analysis* column and draw conclusions in the *Conclusions* column. Indicate whether the standard was met by writing Yes or No.

| **Objective** | **Evaluation**  **Measure** | **Performance Standard** | **N** | **Summary of Collected Data** | **Analyses and Conclusions** | **Standard Met**  **Y/N** |
| --- | --- | --- | --- | --- | --- | --- |
| 1.Students attending Career Service resume workshops will produce quality resumes. | A. Student Resume  B. Recruiter Survey | 1. 80% of all resumes of students attending Resume Workshop will receive a score of 4 out of 5 rating or higher according to a rating scale. 2. Based on a survey given to recruiters regarding quality resumes, recruiters will ranked student resumes with an average score of 3.5 or higher. | 150  10 | 21 (14%) of resumes were scored at 5  110 (73%) were scored at 4  19(13%) were scored at 3  Recruiters rated the average quality of the resumes at 3.5 | The quality indicator consistently missed by students was “use of action verbs”.  The staff developed a skit for the workshops stressing the importance of using action verbs.  Although the standard was met, staff examined the survey and decided the information from it gave nothing that could be used to help students with resume writing. Redesign the survey | Yes  Yes |
| 2.Career Services will provide job search assistance. | Job Search Assistance Programs | At the end of the year, CS staff will evaluate five of the job search assistance programs. Records will indicate each of the areas had a 5% increase in number of students attending this year over last. | 45 | Resume workshops +27  Interview workshops +21  Mock Interviews +10  Job search Techniques +6  On-Campus Recruiting -19  Last Year total was 40 | There was at least a 5% increase in attendance at job search programs.  CS staff is satisfied with three of the five job search programs offered. Staff is concerned with On-Campus Recruiting, as this is second year for a decline in student interest. | Yes |
| 3.Graduates will be satisfied with services provided by the Career Center | Student Surveys | A.Respondents will indicate on the College Outcomes Survey, a mean rating of 3.5 or higher as to satisfaction with Career Services  B.Respondents will indicate on the Survey of Student Opinions, a mean rating of 3.5 or higher for both Importance and Satisfaction with Career Services | 79  618 | Graduates rated satisfaction with Career Services with a mean of 3.5  Respondents indicated a mean rating of 3.6 for Importance and 3.3 for satisfaction. | The performance standard was met.  Staff is concerned with the score since it has decreased from 3.8 for last year.  The performance standard was met for Importance, but not for Satisfaction. Staff is concerned with the Satisfaction score, however, the score is higher than last year (3.1). | Yes  No |

**Part IV: Use of the Results for Improvement (Plan)**

1. Consider what the *EVIDENCE* is telling you. As a result of your CONCLUSIONS (as stated in the previous table), describe any changes for the next year.

| Objective | Changes in the Objective, Evaluation Measure, Performance Standard or  Data Collection method for this Objective |
| --- | --- |
| 1.Students attending Career Service resume workshops will produce quality resumes. | Use the same checklist for next year to compare the results.  Use student focus groups to evaluate the content of the workshops.  While quality resume were produced by students attending the workshops, CS staff decided that all students who submit resumes should be required to attend the workshops. The idea has been submitted to the Vice President for Student Affairs for approval. |
| 2.Career Services will provide job search assistance. | Staff will offer an additional Job Search Techniques program each semester.  Staff scheduled a focus group of recent graduates to meet in the Fall regarding the On-Campus Recruiting. The top is “Determining effective ways of increasing interest in On-Campus Recruiting. |
| 3.Graduates will be satisfied with services provided by the Career Center | While the performance standard for the College Outcomes Survey was met, additional marketing will be held by Career Services to inform the students of our services.  Staff consult with Public Relations to develop Career Services Posters for each academic building and will develop an advertisement pictorial for the flat screen TV in the Centennial Center to recruit more students to attend Career Services programs. |

**Part V: Communication of Report**

1. How do you plan to communicate the conclusions and planned changes to stakeholders inside and outside the institution?

| **Communication to Stakeholders** | |
| --- | --- |
| University Administration | Submit this report for posting on the Accountability and Academics Website and the Career Services Website. |
| Academic Departments | Submit this report for posting on the Accountability and Academics Website and the Career Services Website. |
| Students | Submit this report for posting on the Accountability and Academics Website and the Career Services Website. |
| Parents | Submit this report for posting on the Accountability and Academics Website and the Career Services Website. |
| Employers of Graduates | Submit this report for posting on the Accountability and Academics Website and the Career Services Website. |

1. Provide the names and signatures of all employees involved in the data collection and/or analysis of this Report and their role in that process.

| Employee | Signature | Specify their Role | Date of Activity |
| --- | --- | --- | --- |
| Mary Jones, Unit Director |  | Data Collection and Analysis | October 15, 2010 |
| Jack Smith, Unit Administrative Assistant |  | Data Collection | October 1, 2010 |

1. Reviewed by:

|  | Name | Signature | Date of Activity |
| --- | --- | --- | --- |
| Unit Director | Mary Jones |  | October 15, 2010 |
| Department Director  (if applicable) | N/A |  |  |
| Vice President | Dr. Tobie Titsworth |  | October 25, 2010 |

**This report is due to the Office of Accountability and Academics in electronic form with #8 completed demonstrating scanned signatures by November 1.**