**Institutional Effectiveness Assessment Assistance**

**Collecting Data from Your Colleagues**

As Assessment Coordinators, when it comes to results reports we are often at the mercy of what data/information our colleagues provide us. If you are not personally teaching the course related to the measure and your colleague who does teach that course only provides you with a spreadsheet of final scores, it is unlikely that you will be able to provide meaningful analysis, disaggregate data, or insight into what changes have been or will be made to close the loop.

Therefore, I just wanted to share with you one of the things that I do to help make my job as an assessment coordinator easier. You may be able to incorporate this into your own process, or maybe this document will help you develop some new approaches of your own.

The main idea is to improve efficiency, obtain greater investment from your faculty, and ease your burden.

Make your job easier by maximizing the contributions of your colleagues. Lay out exactly what you need from them, asking key questions, and providing a template for them to complete.

I provide my colleagues with the template on the next page.

A few notes regarding the template:

You can add any additional questions that you find fitting for a particular measure.

If a colleague is responsible for more than one outcome and/or measure simply duplicate the template for those outcomes/measures.

I sometimes add more specifics to the template depending on the measure or the colleague. (Some folks need more guidance than others do.) I sometimes reiterate what the target is, emphasize that I need certain pieces of data, etc.

When your colleagues return the completed template, often all you will then have to do is summarize and/or copy and paste the necessary information into the appropriate sections in the system

Added bonus, after summarizing their responses into a clear concise response in the system, you can also include the full document of their responses as an attachment to bolster the report.

Notice, to help us document closing the loop:

I ask what changes they have already made that may have led to the current results data.

I ask what they think they might implement for the coming year, and why they might implement it so that I can include that information in the next plan.

**Assessment Information Request**

**2016-17 Results Report**

**Outcome: (Copy and paste in the text of the outcome for which you need information.)**

**Measure: (Copy and paste in the text of the measure for which you need information.)**

 **Summary of last cycle’s results:** (**Provide colleagues with a brief summary of last year’s data.)**

* **Please provide the necessary data as outlined in the measure above. (include final results, sample sizes, sub-scale scores such as data for specific questions or rubric items, data separated by population, mode, location, etc. where possible)**

(Colleague provides data here and/or in attachment. If including an attachment, I’d ask them to provide the highlights here still.)

* **Was the target met? (Make sure the data is provided above to support this.)**

(Colleague response here)

* **Was there improvement in these results from the previous year? (in overall or subscale results)**

(Colleague response here)

* **What may have caused the target to be met or not met and/or may have caused improvement or declines from previous years (particularly any changes you made)?**
	+ **(Please explain what change was made, why it was made, when the change took effect, and how it contributed to different results.)**

(Colleague response here)

* **What has your area done or what might it do/implement/change to improve results for the next cycle?**
	+ **(Please explain what change might be or has been made, why it is being made, when it takes effect, and how it is expected to improve results.)**

(Colleague response here)