Commonwealth University (CU)
Year-end Summary
Administrative, Educational, and Student Support
Assessment Committee
2024-25

The Committee – Working Group – Commission Year-end Summary provides a high-level review the group's activities or initiatives during the year, outcomes of the group's efforts, and proposed actions or recommendations. Please provide responses to the following prompts and submit by May 31.

1. **State the purpose of the group (1-2 sentences).**

   The Administrative, Educational, and Student Support Assessment Committee is responsible for providing oversight of assessment processes to ensure disciplined self-assessment of institutional effectiveness in administrative, educational support, and student support (AES) programs and help the University share and utilize assessment data for decision making, resource allocation, and improvement.

2. **Briefly summarize the key activities or initiatives implemented during the academic or fiscal year.**

   In collaboration with the OIE staff and MSCHE Steering Committee and Working Groups, the committee has provided insight or support for numerous administrative, educational support, and student support assessment initiatives. Those activities for 2024-25 include the following:
   - Approved the recommendation to move the annual report deadline to July 15 each year
   - Reviewed the 2023-24 Administrative Assessment Summary (Appendix A) about strengths and opportunities for improvement regarding administratively related assessment
   - Reviewed and provided insights about the changes to the annual report process and materials following the MSCHE team visit, considering the MSCHE Self-Study Evaluation Team Report (Appendix B) collegial advice, including providing input on the Nuventive Solutions Premier User Guide - Administrative Units [Appendix C], AES Assessment Rubric [2024] [Appendix D], dashboards, and Nuventive screens, etc.)
   - Reviewed CU's updated Institutional Effectiveness Plan (Appendix E)
   - Reviewed the program review schedule, template, and timeline prior to finalizing and posting the materials on the assessment web page in fall 2024 semester
   - Reviewed the assessment web page, especially as it relates to structural changes and program review for any potential changes
   - Provided suggestions in Nuventive regarding dropdowns, pop-up reminders, tracking, reporting, accessing documentation, and in particular, revisions to the "results/outcomes" page to better connect planning, assessment, and resource allocation

- Provided guidance for the development and delivery of the Spring 2025 Assessment Session, in addition to using the MSCHE Team's collegial advice
- Contributed to the MSCHE self-study report and evidence; conducted outreach to emphasize and garner assessment examples for some of the report tables; and attended assessment-related sessions during the MSCHE evaluation team visit.

3. **Describe the most important 3-5 outcomes the group accomplished this year.**

The feedback from the committee and collaborative efforts resulted in the following outcomes:
- Delivered the Spring-Summer 2025 assessment session (see Appendix F), including findings from the Administrative Assessment Summary Report 2023-24 and MSCHE Team Report
- Collaborated with the Nuventive representative to ensure better guidance, tracking, and reporting capabilities and consider how to best emphasize closing the loop on the administrative side
- Conducted ongoing follow up with units to boost submission rates of 2023-24 results to 98% and 2024-25 planning documents to 90% as of April 2025, with improved quality of submissions
- Received favorable responses from MSCHE acknowledging volume and consistency of annual reporting, though still received suggestions that we seek ways to more clearly tie data to decision making

4. **Offer 3-5 most influential recommendations that would advance the group's efforts to achieve its purpose.**

Recommendations include:
- Recognize units/points of contact that do excellent work and promote more broadly documented successes
- Conduct review session prior to submission of results, which includes more reminders about best practices in not only reporting results and actions but also in the assessment planning portion of the submission as well
- Implement changes in Nuventive regarding dropdowns, pop-up reminders, tracking, reporting, accessing documentation, and in particular, revisions to the "results/outcomes" page to better connect planning, assessment, and resource allocation
- Increase reminders throughout the year to ensure points of contact are regularly reviewing progress toward goals
- Following the final outcome of the MSCHE self-study process, reconsider the submission process and timing for administrative annual reports to be September for both year-end reporting and next-year planning

5. **Indicate which, if any, of the recommendations require additional resources or must be elevated to executive leadership for assistance with implementation.**

- Following the final outcome of the MSCHE self-study process, reconsider the submission process and timing for administrative annual reports to be September for both year-end reporting and next-year planning

Appendices:

    A.   AES Assessment Summary Report 2023-24
    B.   MSCHE Team Report Excerpts – Administrative Assessment
    C.   Nuventive Solutions Premier User Guide - Administrative Units
    D.   Administrative Educational and Student Support Assessment Rubric 2024
    E.   Institutional Effectiveness Plan 12 15 2024
    F.   Administrative Unit Assessment Session (05-08-25)
    G.   Administrative Unit Assessment Session (05-08-25) Evaluation