

Commonwealth University (CU)
Year-end Summary
Administrative, Educational, and Student Support
Assessment Committee
2023-24

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, 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 OIE staff, the committee has provided insight or support for numerous administrative, educational, and student support assessment initiatives. Those activities for 2023-24 include the following:

- Renamed the committee to the Administrative, Educational, and Student Support Committee to better represent the reporting units covered by the committee and process
- Reviewed the 2022-23 and Fall 2023 Administrative Assessment Summaries about strengths and opportunities for improvement regarding academic program assessment
- Reviewed CU’s first [Institutional Effectiveness Plan](#)
- Provided input to revise the rubric and Nuventive Solutions Premier User Guide - Administrative Units with updated screenshots and narrative and post to the web
- Reviewed OIE web pages and IR dashboards and offered feedback
- Provided guidance for the development and delivery of the 01 2024 Assessment Session
- Provided suggestions for the 2023-24 Administrative, Educational, and Student Support Assessment Summary to report meeting expectations– perhaps starting with the Nuventive analytics and highlights that show successes. These successes could be highlighted in the Triad or through marketing.
- Completed a brief survey to document committee suggestions for follow-up

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:

- Launched Nuventive Solutions Premier for administrative programs
- Revised the Nuventive Solutions Premier User Guide - Administrative Units with updated screenshots and narrative; revised rubric to include a section on initiatives linked to results and account for whether units met goals/targets; and sent materials in an 11-20-23 email to unit points of contact and posted on the web
- Delivered a 1-16-24 and 04-30-24 assessment sessions, posted recordings on the web, and used Student Success (an exemplar plan) to highlight good practice in setting goals, targets, baselines, and multiple measures, etc.
- Added materials to Assessment and OIE Technologies web pages and included a link out to the Surveys web page (e.g., for First Destination) from the IR and Program Assessment web pages as suggested
- Collaborated with Nuventive representative to ensure better reporting capabilities and analytics for divisions/units and loaded Strategic Plan goals to show mapping between institutional, divisional, and unit goals

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

Recommendations include:

- Revise administrative assessment structure as a result of the administrative reorganization to remove "division" designations and reorganize "Student Success and Campus Life Division" into two areas/two representatives including (1) Student Success (Amy Downes) and (2) Campus Life (TBD) and add in DEI
- Recognize units/points of contact that do excellent work and promote more broadly documented successes, which can occur after the 2023-24 administrative unit submission date in June 2024
- Ensure timely progress reports are submitted to vice presidents/associate vice presidents to allow follow-up in unit plan submissions for any units that do not submit by the due date
- Consider implications of the program review policy revisions on administrative units and recommend program review schedule for, at minimum, units that support the student experience and other relevant administrative units
- Adjust the outcomes/action plan submission date to July 15 and keep the next-year planning date as September 15 with implementation of change in 2024-25

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

- Adjust the outcomes/action plan submission date to July 15 and keep the next year planning date September 15 with implementation of change in 2024-25
- Recommend Program Review Schedule for, at minimum, units that support the student experience and other relevant administrative units

Appendices:

- A. Administrative Assessment Summary Report 2022-23
- B. Administrative Assessment Summary Report Fall 2023
- C. Administrative Assessment Committee Feedback Survey Results
- D. Administrative Educational and Student Support Assessment Rubric 2024
- E. Nuventive Solutions Premier User Guide - Administrative Units
- F. Welcome to CU's Nuventive Solutions Premier – Email
- G. Nuventive and Administrative Unit Assessment Reporting Training 01 2024
- H. Nuventive – Administrative Unit Mentoring Session 04 30 2024