Administrative Assessment Quick Guide

Why am I asked to do assessment?

Administrative assessment is a systematic examination of division efficacy in achieving mission and goals. It is an ongoing process of self-improvement whereby units evaluate their work and use outcome data to improve services and operations over time. The completion of yearly reports not only provides accountability to external stakeholders (e.g., Middle States), but provides units a means to reflect upon unit functionality and existing service, to the ultimate benefit of internal stakeholders (e.g., students, faculty and other administrators and staff).

How do I assess?

Administrative units are encouraged to use a "self-regulation" approach to ensure program quality and effectiveness, and the annual assessment report allows units to document project milestones and future plans. The figure below represents the five sections on the report, including establishing outcomes, planning procedures, collecting and analyzing data, discussing results, and determining impact.

Five steps

1. Establish a mission statement: Use the basic formula to describe the core value and functions of the office "The mission of (name of the office) is to (primary purpose) by providing (primary functions or activities) to (stakeholders). These activities support Siena's mission to (select phrase(s) from Siena mission statement)".

2. Define an objective of the year: Pick a feature of the office goals and ask yourself what questions you most want to answer. The objective could be a small/short duration, or large/multi-year project. Decide if you already collect any information about this objective. If no, form the objective as a "what" question; if yes, form the objective as a "how" question.

3. Plan data collection: What indicates a success of this project? What evidence can you collect to tell you that? What instruments can you use to collect the evidence? Will the collected evidence and data answer your initial question?

4. Analyze and interpret results: Aggregate the collected data and identify patterns. Compared the results to a baseline point, existing standards, or previous results to understand the effectiveness of the unit's operations.

5. Make improvements: Discuss results within the unit and relevant stakeholders to identify follow-up actions collaboratively. Implement the changes and reassess as needed.

For more information, please refer to Administrative Assessment Handbook or reach out to Lisa Yu at fyu@siena.edu.