

## STUDENT SERVICES & ENROLLMENT MANAGEMENT

### Equity-Minded Practices | Part 4-CAS Assessment | Execute Assessment Findings | SMART Goals.

ASSESSMENT: CAS REVIEW (YEAR TWO) DUE DATE: JUNE 30TH



**The Goal:** We must document the significance, value, and contributions student services makes toward the institution's mission and goals. In order to accomplish this, building a culture of evidence that demonstrate the learning taking place within the experiences provided becomes a significant aspect of accomplishing better practices to deepen, adjust, and correct if needed, the co-curricular student experience. We do this by examining the work being done, determining the effectiveness of the work, and the impact it has on student learning. Critical questions to answer by way of evidence:

- Do the spaces we create for students impact them in ways that contribute to their success?
- What are students learning (and does the learning align with learning outcomes, division competencies and the institution mission/strategic objectives?)

There are four deliverables to complete year two of the CAS Review. Please reference the Year 2 instructions document for expanded definitions, guidance and resources or the website.

#### **Part 5-CAS Access, Equity, Diversity, & Inclusion. Building Equity-Minded Practices:**

- Review Student Success Policy Rubric Feedback for department relevance
- Review & Complete CAS Guidelines for Part 5- Access, Equity, Diversity, & Inclusion
- Propose inclusion of State Equity Agenda within department practices

#### **Part 4-CAS Assessment:**

The CAS Review cycle incorporates sections of functional area standards and guidelines. There is a total of 11 sections. Self-assessment guides (SAGs) are used as a tool to assist in operationalizing the assessment work. Section 4 of the CAS Review focuses on Assessment efforts.

#### **Execute Assessment Findings:**

This deliverable gives staff the opportunity to dive deeper into CAS review given their SMART Goals and assessment findings. This is an area of the review where each department can focus on specific areas of inquiry and assessment initiatives.

#### **SMART Goals:**

Strategic, Measurable, Attainable, Relatable, Timing (SMART) goals are measurable statements that specifically focus on a particular outcome. SMART goals aren't necessarily learning outcomes. They are often used when setting up objectives and tasks to be completed.

### Step One:

Familiarize yourself with the website section on Year One deliverables, resources, templates, and instructions.

### Step Two:

The CAS program review cycle includes work that prepares departments (function areas) to engage in building an Equity-Minded Practice. An assessment to benchmark practices will offer insight for further action. Please use the template provided that incorporates the CAS standards. This is a self-assessment tool that will yield a SWAT analysis of section five (Access & Equity) in terms of specific functional areas. For additional information, please reference the year 2 instructions document. The metric to evaluate this section is below:

DNA	IE	0	1	2	Rating:
Does Not Apply	Insufficient Evidence/ Unable to Rate	Does Not Meet	Partly Meets	Meets	

### Step Three:

The CAS program review cycle includes work that prepares departments (function areas) to engage in building a Culture of Assessment. An assessment to benchmark practices will offer insight for further action. Please use the template provided that incorporates the CAS standards. This is a self-assessment tool that will yield a SWAT analysis of section four (Assessment) in terms of specific functional areas. For additional information, please reference the year 2 instructions document. The metric to evaluate this section is below:

DNA	IE	0	1	2	Rating:
Does Not Apply	Insufficient Evidence/ Unable to Rate	Does Not Meet	Partly Meets	Meets	

### Step Four:

Assessment is the continuous act of improvement. In order to improve you must act upon the information you've learned from any review. With a clear understanding of Program Mission, Vision/Goals (if applicable) Learning and/or Operational outcomes and discourse what would you like to achieve? Choose at least one finding to implement in the improvement of ongoing programs and/or practices discovered from year one's assessment project.

### Step Five

Plan at least two SMART goals for next year

- One must be directly related to the improvement of student learning
- One must be directly related to equity-minded practice
- One must be directly related to the CAS self-assessment (If it is determined that an area needs to be further investigated)

### Step Six: Submit Summary Report by June 30<sup>th</sup>

CAS Review Annual Summary. Report Template will be provided in April.