

Assessment of Non-Academic Outcomes (Fall 2003 and Spring 2004)

Please provide the information below about how your unit assesses the extent to which it meets its expected outcomes. If you need assistance, please contact Dr. Virginia Wheelless at 565-2085 or on Groupwise email. This information is due in the Planning Office no later than February 2, 2004 and will be updated annually.

Unit: Center for Education Law, Administration and Policy **Date** 3/12/04

Person Completing the Information Ruby Raines **Email** raines@unt.edu

Head of the Unit: Richard Rafes **Email** rafes@unt.edu

I. Mission: Provide the mission of the unit and a statement about how it relates to the university's mission.

II. Previous Evaluations of the Unit: Provide a description of the evaluations/assessments conducted in your unit over the last 5 years and changes that have been made based on the results of these assessments.

III. Statement of Expected Outcomes: Provide a brief list of the expected outcomes for your unit for 2002-03 or 2003-04 as of this date. Each outcome listed must be capable of being measured by the means noted in IV below. Please number the outcomes (1 to x). After each outcome, describe how the outcome supports student learning and student development.

IV. Measuring Expected Outcomes: Describe how the unit measures how the outcomes have been achieved and provide a list of methods and/or tools with the following information:

1. Name of assessment method or tool
2. If the method/tool is copyrighted, provide the name of the company who "owns" the tool.
3. Frequency of use - how often is this tool/method used, e.g., every spring semester students, staff, and faculty are surveyed about parking at UNT; customers are asked to complete evaluation forms when services are rendered; or each fall, the Enrollment Management Committee reviews the results of the Graduating Student Survey produced by the IR&A Office.

V. Use of Assessment Results: Describe how the results of the assessments described in IV above are shared with staff in the unit? How are the results used to improve the unit? Help improve student learning? Enhance student development? Meet the university's vision?

VI. Changes Made Based on Assessment Results: Describe how the unit has changed (or why it has not changed) based on the results of the assessment of outcomes. Indicate the year the change was implemented. Please indicate how the expected outcomes have changed if applicable.

Signature of Person Completing the Form:

_____ Date _____

Signature of Unit Head after Reviewing the Form:

_____ Date _____

**Assessment Report Matrix
University of North Texas**

Department/Unit: Center for Education Law, Administration and Policy **Date:** 3/12/03

Person Completing the Form: Ruby Raines **Email:** raines@unt.edu

Department/Unit Head (after reviewing the form): Richard Rafes

Mission: The Center for Education, Law, Administration and Policy (CELAP) provides continuing education in the areas of administration, law and policy to those associated with public schools or institutions of higher education. CELAP’s approach is to examine issues from a comprehensive perspective, integrating information of importance to the administrator, faculty and staff member as well as the attorney practicing in the field of school law. Such an approach promotes interaction, understanding and cohesion within the academic community.

Expected Outcomes	Assessment Tools/Measurement	Assessment Results	Changes based on Results Taken	How do changes help UNT meet its Vision and support student learning?
1) Hold a Successful Conference 2) Provide Continuing Education	a. Increased Attendance b. Evaluation by Attendees a. Insure Program Topics are eligible for continuing education b. Invite expert speakers from a wide range of legal areas			

3) Provide for Scholarships	a. Funds from Legal Conference benefit scholarships			
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