

**Department/Unit:** Dean of Students Department  
**Person Completing the Form:** Ona Tolliver/Ken Ballom  
**Department/Unit Head (after reviewing the form):** Ken Ballom

Date: February 2, 2004  
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**I. Mission:**

The Dean of Students Department fosters the development of students by providing continuous opportunities for intellectual, physical, emotional and social growth. The Dean of Students Department also promotes diversity, student advocacy, leadership and ethical development and builds community, while serving to complement the academic experience.

**II. Previous Evaluations of the Unit:**

The Departmental unit completes an Annual Performance Report by August 31 of each year. In order to complete this report, the Dean of Students/Department Head scrutinizes the information and utilizes the data as a form of program evaluation. Additionally, The Dean of Students Department has conducted evaluations of various programs and services via focus groups hosted each fall semester. The results of the discussion resulted in increased communication, streamlined processes, and improved delivery of services to students.

**III. Statement of Expected Outcomes, Assessment Tools/Measurement, Assessment Results, Changes:**

**IV. Measuring Expected Outcomes:**

<b>Expected Outcomes</b>	<b>Assessment Tools/Measurement Frequency of Use</b>	<b>Use of Assessment Results</b>	<b>Changes based on Results Taken</b>	<b>How do changes help UNT meet its Vision and support student learning?</b>
1. 50% of student leaders	Satisfaction - Focus Group	100% of student leaders found the Event	Student Activities and Organizations:	The effort made through this objective supports

<p>participating in student organization activities will find the Event Application process, useful and efficient</p>		<p>Application process to be complex</p> <p>100% of student leaders found the process to be useful</p> <p>80% of student leaders found the process to be efficient</p> <p>(All results of assessments will be shared with office and department units via report and discussion)</p>	<p>*Streamlined the event process by revising the University Policy on Space Management, further defining special events for student organizations</p> <p>*Revised the Event Application and Planner</p> <p>*Developed an Event Assessment Tool that is used in conjunction with the Event Application to reduce the number of events referred to the Event Safety Committee</p> <p>*Established a first line of event evaluation conducted by the Assistant Dean of Students to limit the number of referrals to the Event Safety Committee</p>	<p>the UNT mission relating to that which states:</p> <ul style="list-style-type: none"> <li>• Nurtures development of students by providing continuing opportunities for intellectual physical, emotional, social, and career growth</li> </ul>

<p>2. Focus Group will result in establishing:</p> <p>*Accessibility of staff in the Dean of Students/Student Activities Office</p> <p>*Determine the level of satisfaction held by student organizations regarding</p> <ul style="list-style-type: none"> <li>-Services</li> <li>-Communication</li> <li>-Event Planning</li> <li>-Leadership development</li> <li>-Expansion of services and resources</li> </ul>	<p>Satisfaction and Needs Assessment -Focus Group</p>	<p>Completed Fall 2003</p> <p>100% found the DOS SAO staff accessible</p> <p>Majority of respondents stated that they were satisfied with the level of services provided by the department</p> <p>Respondents stated that they desired increased communication</p> <p>All participants were satisfied with the leadership development offered through participation with the department</p> <p>Respondents indicated that the Event Planning process was helpful</p> <p>Each participant noted the need for expanded</p>	<p>*Re-establishment of the Organization Orientation Program</p> <p>*Student organizations now receive Monthly communication from the Student Activities and Organizations Office</p> <p>*The Dean of Students Office established an on-line calendar for posting events conducted by organizations and held university wide</p> <p>*Aesthetic changes were made to the organization mailboxes to aid in communication</p> <p>*Establishment of an on-line orientation for organizations registering after the regular Orientation workshop</p> <p>* Establishment of bi annual workshops for organization Advisors to assist with the</p>	<p>The effort made through this objective supports the UNT mission relating to:</p> <ul style="list-style-type: none"> <li>• Nurtures development of students by providing continuing opportunities for intellectual physical, emotional, social, and career growth</li> <li>• Supports a culturally diverse environment and advocates mutual respect for all members of the University community as they strive for excellence</li> </ul>
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		<p>services and resources by the department for students</p> <p>(All results of assessments will be shared with office and department units via report and discussion)</p>	<p>interpretation of university policy and communication with organizations</p> <p>*Creation of various media to increase awareness of services offered to organizations and promote organization registration</p> <p>*Increase of student organization registration by 10%</p>	
<p>3. Assessment administered to a pool of currently enrolled students during the Spring 2004 semester will:</p> <p>*Reflect that 80% of all students were familiar with services and resources provided by the Dean of Students Department</p>	<p>Needs Assessment – Survey</p> <p>Beginning Spring 2004 the department will conduct a needs assessment survey each spring semester</p>	<p>TBA</p> <p>(All results of assessments will be shared with office and department units via report and discussion)</p>	<p>TBA</p>	<p>The effort made through this objective supports the UNT mission relating to:</p> <ul style="list-style-type: none"> <li>• Nurtures development of students by providing continuing opportunities for intellectual physical, emotional, social,</li> </ul>

<p>*Reflect that students were aware of or benefited from campus involvement activities</p> <p>*Reflect that students utilizing the Volunteer center were familiar with the services and resources provided</p> <p>*Reflect that students view the Greek system as purposeful, promoting loyalty to the institution and personal development</p> <p>*Reflect that the Commuter and Off Campus Non Traditional Student Office provides valuable services and resources</p> <p>* Reflect that students utilizing the Women's Center found their services and programs useful</p>				<p>and career growth</p> <ul style="list-style-type: none"> <li>• Assuming the primary leadership role in addressing community needs of the North Texas region and the state</li> </ul>

<p>4. Students utilizing the Dean of Students Office find it resourceful, accessible, courteous and timely</p>	<p>Satisfaction survey (on-going)  (Administered to Unit patrons)</p>	<p>TBA  (All results of assessments will be shared with office and department units via report and discussion)</p>	<p>Improved services and resources</p>	<p>The effort made through this objective supports the UNT mission relating to:</p> <ul style="list-style-type: none"> <li>• The University achieves high-quality instruction, scholarship, and service</li> </ul>
<p>5. Students utilizing the Greek Life Office find it resourceful, accessible, courteous and timely</p>	<p>Satisfaction survey (on-going)  (Administered to Unit patrons)</p>	<p>TBA  (All results of assessments will be shared with office and department units via report and discussion)</p>	<p>Improved services and resources</p>	<p>The effort made through this objective supports the UNT mission relating to:</p> <ul style="list-style-type: none"> <li>• The University achieves high-quality instruction, scholarship, and service</li> </ul>
<p>6. Students utilizing the Student Activities and Organizations Office find it resourceful, accessible, courteous and timely</p>	<p>Satisfaction survey (on-going)  (Administered to Unit patrons)</p>	<p>TBA  (All results of assessments will be shared with office and department units via report and discussion)</p>	<p>Improved services and resources</p>	<p>The effort made through this objective supports the UNT mission relating to:</p> <ul style="list-style-type: none"> <li>• The University achieves high-quality instruction, scholarship, and service</li> </ul>

7. Students utilizing the Commuter, Off-campus and Non-traditional Student Services Office find it resourceful, accessible, courteous and timely	Satisfaction survey (on-going)  (Administered to Unit patrons)	TBA  (All results of assessments will be shared with office and department units via report and discussion)	Improved services and resources	The effort made through this objective supports the UNT mission relating to: <ul style="list-style-type: none"> <li>• The University achieves high-quality instruction, scholarship, and service</li> </ul>
8. Students utilizing the Volunteer and Women's Center find it resourceful, accessible, courteous and timely	Satisfaction survey (on-going)  (Administered to Unit patrons)	TBA  (All results of assessments will be shared with office and department units via report and discussion)	Improved services and resources	The effort made through this objective supports the UNT mission relating to: <ul style="list-style-type: none"> <li>• The University achieves high-quality instruction, scholarship, and service</li> </ul>
9. Commuter, Off Campus and	Needs Assessment – Survey conducted Fall	Research complete by 2/30/04	Improved services and resources	The effort made through this objective supports the UNT mission

<p>Non-Traditional Student Services surveyed evening non-traditional aged students (over the age of 24) to gain an understanding of what services may be offered to increase off campus and non traditional student satisfaction and involvement in Student Life</p>	<p>2003</p>	<p>(All results of assessments will be shared with office and department units via report and discussion)</p>		<p>relating to:</p> <ul style="list-style-type: none"> <li>• Supports a culturally diverse environment and advocates mutual respect for all members of the University community as they strive for excellence</li> <li>• Nurtures development of students by providing continuing opportunities for intellectual physical, emotional, social, and career growth</li> </ul>

Signature of Person Completing the Form:

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Date \_\_\_\_\_

Signature of Unit Head after Reviewing the Form:

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Date \_\_\_\_\_