

## 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.

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Unit: Office of Institutional Research Date 1-30-04

Person Completing the Information Dr. Allen Clark Email aclark@unt.edu

Head of the Unit: Dr. John Todd Email todd@unt.edu

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**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:** Institutional Research

**Date:** 01/28/04

***Person Completing the Form: Dr. Allen Clark***  
***Email: aclark@unt.edu***

**Department/Unit Head (after reviewing the form): Dr. John Todd**

**Mission:** The Office of Institutional Research (IR) develops and maintains extensive data bases, conducts detailed research and provides timely, accurate, and useful data to address the needs of university decision-makers, external agencies, and internal constituents.

<b>Expected Outcomes</b>	<b>Assessment Tools/Measurement</b>	<b>Assessment Results</b>	<b>Changes based on Results Taken</b>	<b>How do changes help UNT meet its Vision and support student learning?</b>
IR will have a 75% "Excellent" rating on the overall quality of the UNT Fact Book	2002-2003 UNT Fact Book Survey	IR had a 61% "Excellent" rating on the overall quality of the 2002-2003 UNT Fact Book.	Sections and Exhibits will be reorganized to improve readability in the 2004-2005 Fact Book.	Improved readability will provide better data analysis in assessing the vision.
IR will have a 75% "Excellent" rating on overall content of the UNT Fact Book	2002-2003 UNT Fact Book Survey	IR had a 56% "Excellent" rating on the overall content of the 2002-2003 UNT Fact Book.	Additional student and faculty data will be added to the 2004-2005 Fact Book.	Improved data availability by Schools & Colleges will better help in the assessment of academic units.
80% of Administrative and Academic Units will be "somewhat" to "very familiar" with reports & services of the IR Office.	2003-2004 Survey and Evaluation of the UNT IR Office	To be conducted Summer 2004	TBD	Improved availability of data for decision making and planning of UNT

<b>Expected Outcomes</b>	<b>Assessment Tools/Measurement</b>	<b>Assessment Results</b>	<b>Changes based on Results Taken</b>	<b>How do changes help UNT meet its Vision and support student learning?</b>
On the average the IR Office will have a 48 hour turn around time on adhoc request	Time recording of request with documentation of completion time	To be conducted Spring/Summer 2004	TBD	Improved availability of data for decision making and planning of UNT
IR will meet 90% of the deadlines associated with external surveys	Documented time of completion as compared to requested time of completion	To be conducted Spring/Summer 2004	TBD	Promote excellence and accessibility to data
90% "Satisfied" or "Very Satisfied" rating on services provided in survey development and administration	2003-2004 Survey and Evaluation of the UNT IR Office	To be conducted Summer 2004	TBD	Improved availability of data for decision making and planning of UNT
IR will maintain a 75% "Very Good" quality rating of its survey and studies	2003-2004 Survey and Evaluation of the UNT IR Office	To be conducted Summer 2004	TBD	Improved quality of data for decision making and planning of UNT
80% of Administration will be "Satisfied" to "Very Satisfied" with the regular reporting from the IR Office	2003-2004 Survey and Evaluation of the UNT IR Office	To be conducted Summer 2004	TBD	Improved availability of data for decision making and planning of UNT