

**Office of University Advisement
Administrative Unit
Assessment Plan
University of New Mexico**

**Administrative Unit
Assessment Plan
The University of New Mexico**

A. Unit and Date

1. Unit (if relevant):
2. Department/Division: University Advisement
3. Submission Date: June 30, 2016 (revised September 22, 2017)

B. Contact Person(s) for the Assessment Plan

First and Last Name	Title	UNM Email Address
1.		
2.		

C. Mission Statement

OUA: The mission of Advisement at the University of New Mexico is to provide student-centered support and services that include collaborative strategies that empowers students to excel in their academic and professional aspirations as well as provide students with the opportunity to acquire knowledge and training that foster responsibility for their academic success.

(Insert Advising Unit Mission Statement)

D. Unit Goal(s), Outcomes & Assessment Matrix

Broad Goals	Student Learning and/or Administrative Unit Outcomes	Univ. Goals/ UNM Strategic Plan/CAS	When Assessed **	Assessment Method(s)/ Activity, unit, etc. if relevant	Direct/ Indirect	*Criteria to determine success
Goal B: To educate students about opportunities that enrich their collegial experiences	AUO B1. Each college and student affairs advising units will ensure that current and updated information and resources are provided to students via email, website and information sessions as they pertain to the college/programs.	<i>2020 Goal #2 & #3/CAS- KAICA, PC & HCE</i>	Fall and Spring Summer, Fall, and Spring	(name of unit) websites and advising materials will be regularly reviewed for updating as needed (i.e., screenshots of websites with materials posted) (name of unit) advisors will send announcements to students via email, listservs and social media (i.e. copy of listervs and social media activities logs or reports)	Direct Direct	The (name of unit) websites and advising materials will be reviewed for updating at least once per semester At least one communication will be sent to students regarding (name of unit) information and resources per semester.
	AUO B5. Each college and student affairs advising units will participate annually in outreach and recruitment activities and/or initiatives that focus on retaining and/or helping students transition	<i>2020 Goal #2 & #3/CAS- KAICA, PC & HCE</i>	Summer, Fall, and Spring	Participate in student-focused activities and events such as Admissions High School Recruitment Event, Operation Registration, outreach to continuing students that are not yet enrolled, etc. (i.e., email correspondences, meeting agendas, flyers, etc.)	Direct	Participate in at least two events or initiatives per academic year
Goal D: To conduct and participate in professional development opportunities that strengthen,	AUO D1. Each college and student affairs advising units will participate in local, regional and/or national conferences, seminars, institutes, trainings and	<i>2020 Goal #2/CAS-PC & ID</i>	Summer, Fall, and Spring	All (name of unit) academic advisors will participate and/or attend at least one professional development meeting or training such as Advisor	Direct	At least 75% of advising staff for (name of unit) will attend one professional development event per academic year

improve and expand academic advising practices at UNM	meetings at least once a year.			Institute (i.e. registration confirmation, certificate of completion)		
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Briefly describe the **criteria for success related to each direct or indirect means of assessment. What is the unit’s performance target (e.g., is an “acceptable or better” performance by 60% of students/clients/participants on a given measure acceptable to the unit)? If scoring rubrics and/or surveys are used to define qualitative criteria and measure performance, attach them to the plan as they are available.*

1. **Who:**

All currently enrolled (name of unit) students and staff are included in the advisement process and assessment.

2. **When will the outcomes be assessed? *When and in what forum will the results of the assessment be discussed?***

The (name of unit’s) assessment plan is based on a one-year assessment cycle. Information regarding when each outcome will be assessed and the assessment methods for measuring them is outlined in the table above in Section D. The evidence/data that will be collected regarding each assessment method is outlined in the table above in Section D.

All criteria to determine success will be evidenced in an annual report to the Director of Advisement, the Office of Assessment, and the (Dean of [name of unit] or Director of [name of unit]).

3. **What is the unit’s process to analyze/interpret assessment data and use results to improve and/or maximize performance on the outcomes?**

Briefly describe:

1. *who will participate in the assessment process (the gathering of evidence, the analysis/interpretation, recommendations).*

The (title) will lead the assessment process with the assistance of the (name of unit) advising staff.

2. *what is the process for considering the implications of assessment/data for change:*

a. to assessment mechanisms themselves,

All assessment data/evidence will be collected and analyze annually. Based on the collection of the annual data, the assessment plan will be assessed and adapted if needed.

b. to curriculum/program/activities design,

(name of unit) advisement will use the assessment results to improve, modify, or develop new advising initiatives and materials as appropriate.

c. to service delivery and/or client's knowledge ...in the interest of improving services, resources, unit, etc.

(name of unit) advisement will use the assessment results to improve, modify, or develop new advising practices as appropriate.

d. How, when, and to whom will recommendations be communicated?

The (title) will analyze and interpret the assessment data in summer on an annual basis. These conclusions will be presented to the (Dean of [name of unit] or Director of [name of unit]), The Director of the Office of Assessment, and the Director of University Advisement in a report each Fall semester.