
BROOKLYN COLLEGE ANNUAL AES ASSESSMENT REPORT TRAINING

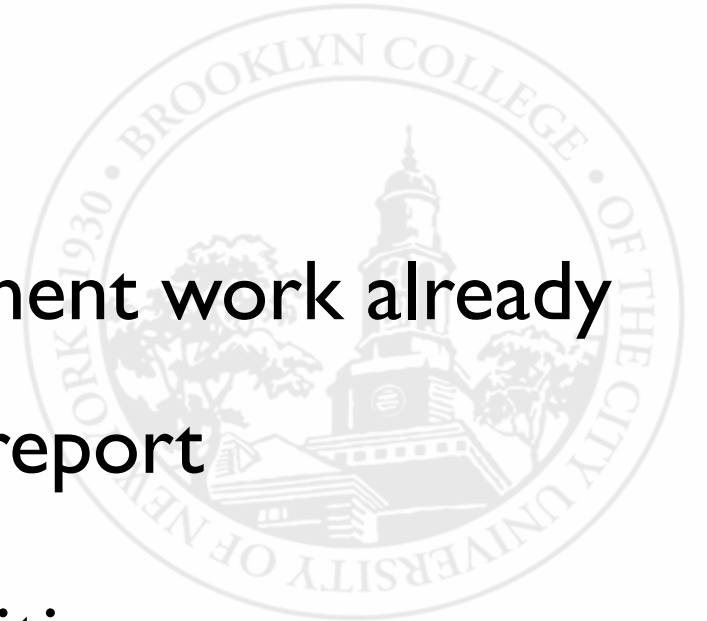
NOVEMBER 5, 2020

THE AES ASSESSMENT COUNCIL



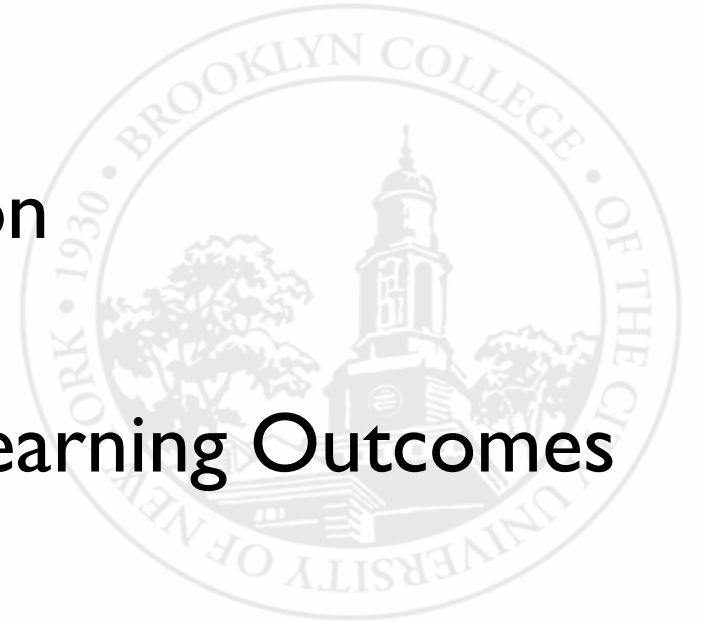
PURPOSE OF THIS SESSION

- Provide a general overview of the Annual AES Assessment Report elements
- Illuminate the connection between the assessment work already done/in process this semester and the annual report
- Prepare units for spring 2021 assessment activities



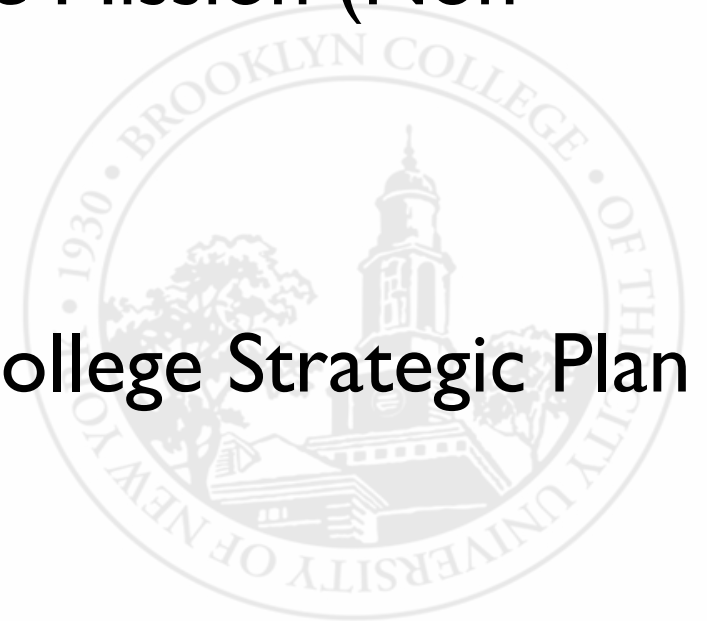
A LOOK BACK AT OUR ASSESSMENT WORK SO FAR

- ☑ Unit Mission Reaffirmation/Revision
- ☑ Unit Mission Alignment to the College Mission
- ☑ Unit Mission Alignment to the Institutional Learning Outcomes
(Student-Facing Units)



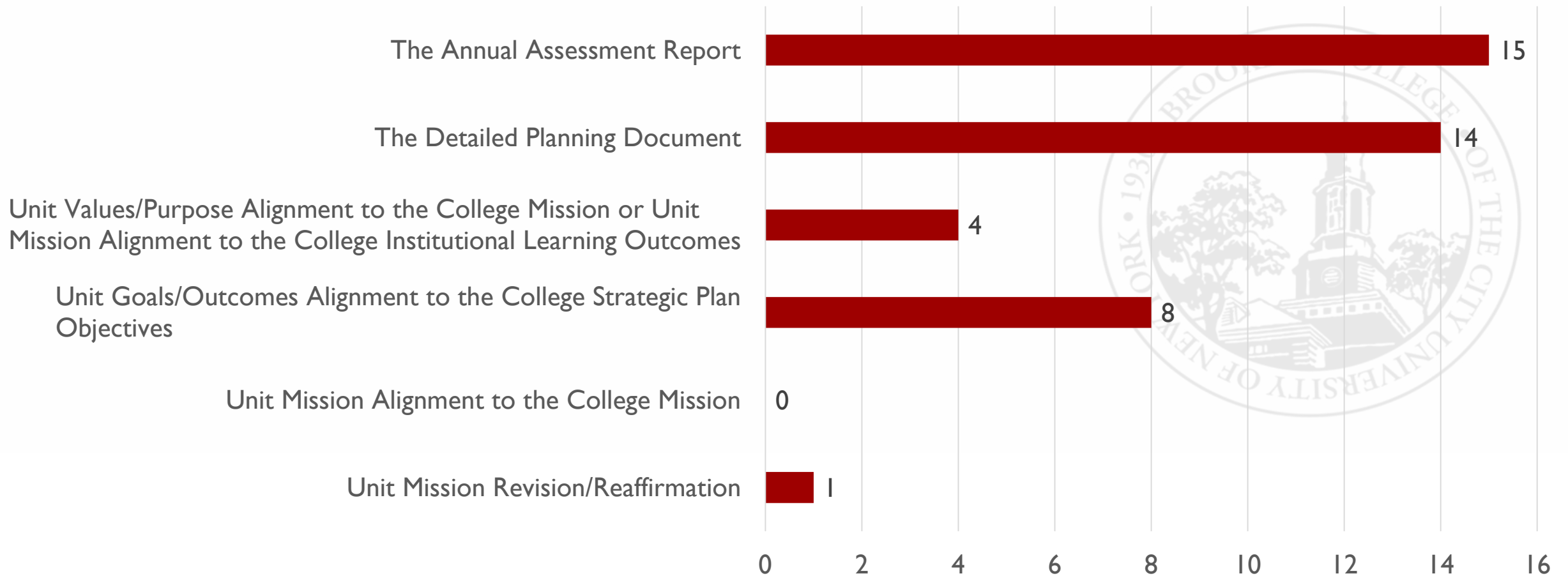
A LOOK BACK AT OUR ASSESSMENT WORK SO FAR

- ☑ Unit Values/Purpose Alignment to the College Mission (Non-Student-Facing Units)
- ☑ Alignment of Unit Goals/Outcomes to the College Strategic Plan Objectives
- ☑ Detailed AES Assessment Planning Document



ASSESSMENT ORIENTATION POLL RESULTS

On Which Assessment Deliverable Do You Feel You Will Need the Most Training? (N = 42)



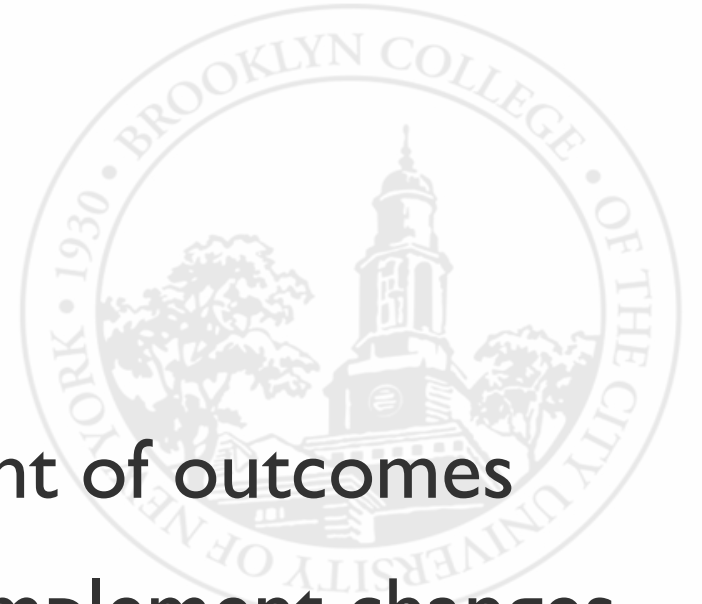
ASSESSMENT POLL FOLLOW-UP

Which assessment deliverable *so far* has been the most challenging to complete?

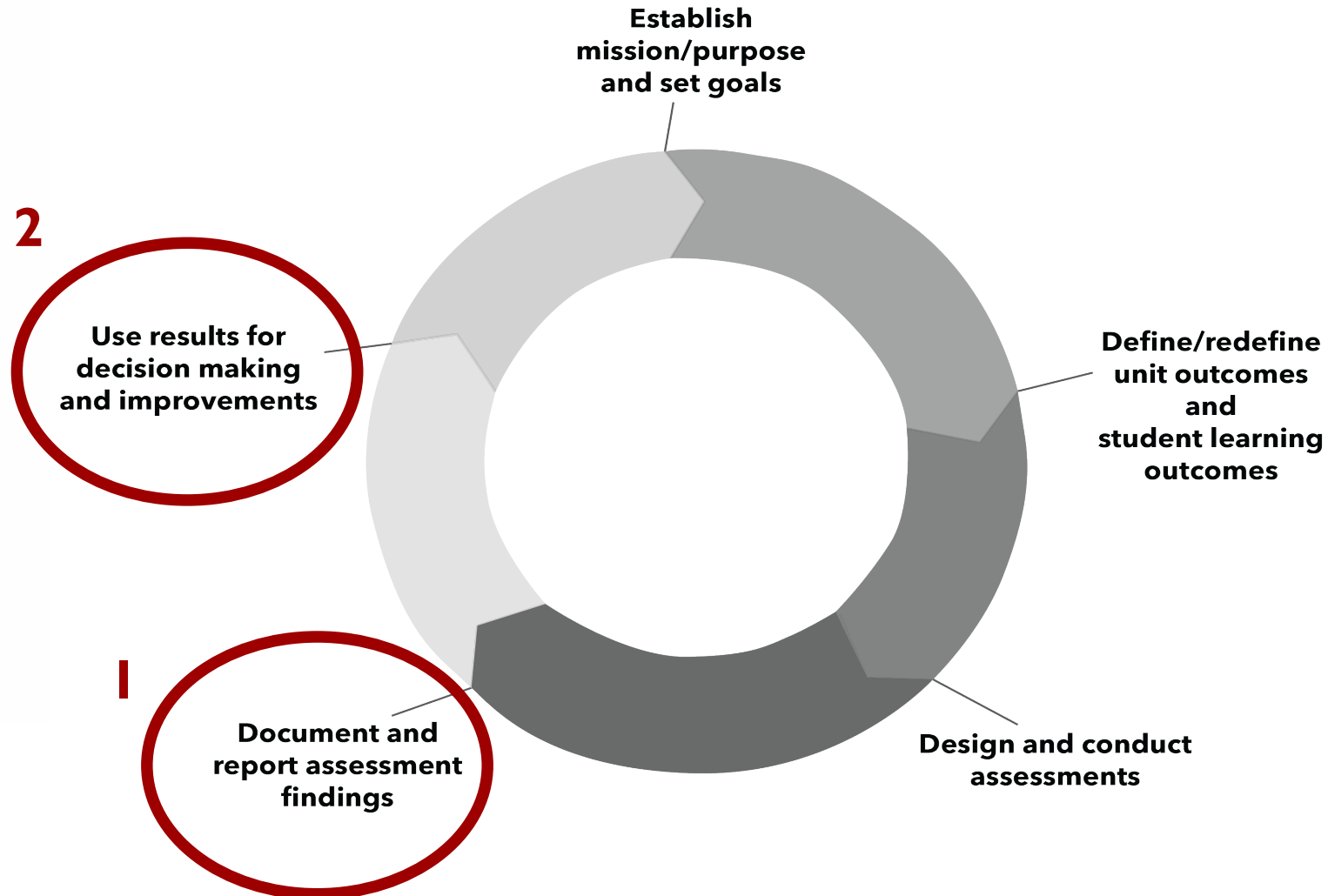


FUNDAMENTAL PRINCIPLES FOR ASSESSMENT

- Establish goals and outcomes for divisions and units:
 - Mission-driven
 - Clear
 - Measurable
- Collect data to evaluate the level of attainment of outcomes
- Use results to articulate successes and plan/implement changes as needed



CONTINUOUS IMPROVEMENT CYCLE



THE ANNUAL AES UNIT ASSESSMENT REPORT

Completed by the unit every year. Due date is **June 30th**.

- An alternate date may be chosen by your division head.

Two versions:

- Student-Facing
- Non-Student-Facing



THE ANNUAL AES UNIT ASSESSMENT REPORT



OFFICE OF EDUCATIONAL RESEARCH AND ASSESSMENT
DEADLINE:
Revised 10.9.2020

BROOKLYN COLLEGE ANNUAL STUDENT-FACING AES UNIT ASSESSMENT REPORT

Brooklyn College Annual AES Unit Assessment Report, 20XX-YY

The Assessment Report form collects results of assessments conducted during the 20XX-YY year. The data/evidence and results submitted in this report should tie directly to the outcomes identified in the Unit's 20XX-YY Assessment Plan. See the *Brooklyn College AES Assessment Handbook* for guidance and examples.

Administrative Division:	
Administrative Unit:	
Contact Name(s):	
Email(s):	

Instructions: Use this template to report on your assessment plan and assessment results for the 20XX-20YY assessment cycle. If you have any questions or would like assistance completing this report, please contact Institutional Effectiveness at IE@Brooklyn.CUNY.edu.

Student-Facing Unit Report



OFFICE OF EDUCATIONAL RESEARCH AND ASSESSMENT
DEADLINE:
Revised 10.9.2020

BROOKLYN COLLEGE ANNUAL AES UNIT ASSESSMENT REPORT

Brooklyn College Annual AES Unit Assessment Report, 20XX-YY

The Assessment Report form collects results of assessments conducted during the 20XX-YY year. The data/evidence and results submitted in this report should tie directly to the outcomes identified in the Unit's 20XX-YY Assessment Plan. See the *Brooklyn College AES Assessment Handbook* for guidance and examples.

Administrative Division:	
Administrative Unit:	
Contact Name(s):	
Email(s):	

Instructions: Use this template to report on your assessment plan and assessment results for the 20XX-20YY assessment cycle. If you have any questions or would like assistance completing this report, please contact Institutional Effectiveness at IE@Brooklyn.CUNY.edu.

Non-Student-Facing Unit Report

THE ANNUAL AES UNIT ASSESSMENT REPORT: REQUIRED ELEMENTS OVERVIEW

What have we seen/done already?



FAMILIAR REPORT SECTIONS

- Unit Mission Alignment to the College Mission

Unit Mission

Unit Mission Alignment to College Mission. Fill in or copy paste as needed.

Recoded Brooklyn College Mission Statement for Mapping

College Mission Statement	Code
Brooklyn College provides a transformative, distinctive, and affordable education to students from all backgrounds. We are proud of our history of intellectual freedom and academic excellence, as well as our location in a borough known for innovation, culture, and the arts.	CMS_1
We have a special commitment to educate immigrants and first-generation college students from the diverse communities that make up our city and state.	CMS_2
Our striving spirit reflects our motto: "Nothing without great effort." Through outstanding research and academic programs in the arts, business, education, humanities, and sciences, we graduate well-rounded individuals who think critically and creatively to solve problems.	CMS_3
They become leaders who transform their fields and professions and serve our increasingly global community.	CMS_4

Alignment of Unit Mission Statement to College Mission

Please indicate how each statement aligns to college mission by marking with an "X".

Unit Mission Statement	CMS_1	CMS_2	CMS_3	CMS_4
Unit Mission Statement Part 1: <i>List statement part in full.</i>				
Unit Mission Statement Part 2: <i>List statement part in full.</i>				
Unit Mission Statement Part 3: <i>List statement part in full.</i>				
Unit Mission Statement Part 4: <i>List statement part in full.</i>				

FAMILIAR REPORT SECTIONS

Alignment of Unit Goals/Outcomes to the College Strategic Plan Objectives

Unit Goals	Outcomes	SLO or Non-SLO	Strategic Plan Objective
Goal #1: <i>List Unit Goal in full</i>	Outcome 1.1: <i>List outcome in full</i>		
	Goal 1, Outcome 1.2: <i>List outcome in full</i>		
	Goal 1, Outcome 1.3: <i>List outcome in full</i>		
Goal #2: <i>List Unit Goal in full</i>	Outcome 2.1: <i>List outcome in full</i>		
	Outcome 2.2: <i>List outcome in full</i>		
	Outcome 2.3: <i>List outcome in full</i>		
Goal #3: <i>List Unit Goal in full</i>	Outcome 3.1: <i>List outcome in full</i>		
	Outcome 3.2: <i>List outcome in full</i>		
	Outcome 3.3: <i>List outcome in full</i>		

Add additional rows for unit goals and outcomes as needed

FAMILIAR REPORT SECTIONS

STUDENT-FACING REPORT:

Unit Mission

Alignment to the Institutional Learning Outcomes (Student-Facing Units)

Unit Mission Alignment to College ILOs. Fill in or copy paste as needed.

Please indicate how each statement part aligns to each ILO by marking with an "X"

Unit Mission Statement	Think critically and creatively	Effectively express their thoughts	Make sound ethical judgments	Integrate knowledge from diverse sources	Become an informed and responsible citizen of the world
Unit Mission Statement Part 1: <i>List statement part in full.</i>					
Unit Mission Statement Part 2: <i>List statement part in full.</i>					
Unit Mission Statement Part 3: <i>List statement part in full.</i>					
Unit Mission Statement Part 4: <i>List statement part in full.</i>					

Add additional rows as needed

FAMILIAR REPORT SECTIONS

NON-STUDENT-FACING REPORT:

Unit Values/Purpose Alignment to the College Mission (Non-Student-Facing Units)

In the Report's Optional Section

Unit Values/Purpose and Alignment to the College Mission

Recorded Brooklyn College Mission Statement for Mapping

College Mission Statement	Code
Brooklyn College provides a transformative, distinctive, and affordable education to students from all backgrounds. We are proud of our history of intellectual freedom and academic excellence, as well as our location in a borough known for innovation, culture, and the arts.	CMS_1
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They become leaders who transform their fields and professions and serve our increasingly global community.	CMS_4

Alignment of Unit Values/Purpose to College Mission

Please indicate how each statement aligns to college mission by marking with an "X".

Unit Value/Purpose Statement	CMS_1	CMS_2	CMS_3	CMS_4
Unit Value/Purpose 1: <i>List statement in full.</i>				
Unit Value/Purpose 2: <i>List statement in full.</i>				

Add additional rows as needed.

**NON-STUDENT-
FACING REPORT:
RELATED TO THE
UNIT
VALUES/PURPOSE
ALIGNMENT:**

***UNIT SUPPORT OF
COLLEGE MISSION***

Optional Documentation

Non-Student-Facing AES Unit Support of College Mission

Some non-student-facing AES units may find it particularly challenging to align their unit mission directly to the College Mission. However, all AES [units](#) function in support of the College and the College Mission. For these units, please explain how your unit supports the College Mission. Then provide an alignment of unit values/purpose to the College Mission in the next report subsection.

- ***OPTIONAL:*** How does your non-student-facing unit support the College and its mission?

FAMILIAR REPORT SECTIONS:

DETAILED ASSESSMENT PLANNING DOCUMENT

Goal	Strategic Plan Objective	Outcome	SLO or Non-SLO	Assessment Method(s)	Source of Data	Timeframe for Data Collection	Coordinating Staff	Timeframe for Evaluation of Assessment Results	Timeline for Use of Results (if applicable)	Re-Assess/ Data Collection (semester)	Evaluate Effectiveness of Results-based Changes
Goal 1: Insert Goal		Outcome 1.1: Insert Outcome									
		Outcome 1.2:									
Goal 2:		Outcome 2.1:									
		Outcome 2.2:									
Goal N (add as needed):		Outcome N.n (add as needed):									

Note:

1. List the full statement of goals and outcomes - do not leave as Goal 1, Outcome #1
2. The number of goals and outcomes will vary per unit
3. Student-facing units MUST have Student Learning Outcomes

THE ANNUAL AES UNIT ASSESSMENT REPORT: REQUIRED ELEMENTS OVERVIEW

What else do we need to report on?



REPORT SECTIONS: UNIT OUTCOMES ASSESSMENT STATUS

Are you on track with your planning document?

Unit-Level Outcome Assessment Status

Please mark unit outcome status with an "X"

Outcome Assessment Status <u>AY 20XX-20YY</u>										
Unit Outcome	Data Collection on Schedule	Data Collection Delayed	Results Being Evaluated	Result Evaluation Delayed	Developing Results-based Changes (if applicable)	Change Development Delayed	Training Staff on Changes	Staff Training Delayed	Implementing Changes	Change Implementation Delayed
1.1: List outcome in full										
1.2: List outcome in full										
1.3: List outcome in full										
2.1: List outcome in full										
2.2: List outcome in full										
2.3: List outcome in full										

Continue to add rows for unit outcomes as needed



REPORT SECTIONS

ASSESSMENT OUTCOMES & EVALUATION

Assessment Outcomes and Evaluation

One goal-associated outcome is listed in this template, but please continue to populate the template for all outcomes/goals you will be assessing in this report, i.e., Goal 1, Outcome 1.2, Outcome 1.3, etc.

Goal 1, Outcome 1.1 (as submitted in the 20XX-20YY Assessment Planning Document): List the outcome in full.

Summary of Assessment Methods for Outcome 1.1: (What did you assess? What methods/assessment instruments did you use? What is the target you expected to achieve to meet the outcome? When did the assessment occur? What sort of sampling method was used?) *Please refer to glossary in Appendix C for definitions.*

Results for Outcome 1.1: (Provide a detailed summary of results for Outcome 1.1. Be as specific as possible; include percentages or numbers that resulted from the assessments. Include graphs, tables, and/or figures, if applicable. Compare results to prior years, if applicable.)

REPORT SECTIONS

ASSESSMENT OUTCOMES & EVALUATION

- What unit outcome(s) did you assess this year?
- How did you assess them?
- What were the results of the assessment?

REPORT SECTIONS

ASSESSMENT OUTCOMES & EVALUATION (CONTINUED)

Evaluation of Results for Outcome 1.1: (Did you meet the target you expected to achieve? What strengths and/or weaknesses did your results reveal?)

Use of Results for Outcome 1.1: (What do you plan to do with the results? Provide a brief explanation of how the results are going to be used to make specific changes within the Unit.)

Budgetary Considerations for Outcome 1.1, Unit-focused: (What, if any, changes can be made inside the unit in terms of resource redistribution, to implement these changes?)

Budgetary Considerations for Outcome 1.1, request to Division Head: (What, if any, resources should be considered for use to help implement these changes?)

REPORT SECTIONS

ASSESSMENT OUTCOMES & EVALUATION (CONTINUED)

- What strengths and/or weaknesses do the assessment results show?
- What changes (if any) will your unit make based off the results?
- What are the budgetary considerations to implement any changes?

REPORT SECTIONS

RANKING OF BUDGETARY CONSIDERATIONS

Rank	Planned Operational Improvement	Outcome	Strategic Plan Objective
1			
2			
3			
4			
5			

1.

2.

3.

4.

5.

REPORT SECTIONS

RANKING OF BUDGETARY CONSIDERATIONS

- Which changes that require budgetary considerations are most important for improving the unit?
- Why?

REPORT SECTIONS

THE EXECUTIVE SUMMARY

Executive Summary of Assessment Results:

Briefly summarize the major findings from the evaluation of your assessment results for each outcome assessed in this report. *Provide a bulleted list of findings, with a maximum of three bullet points per outcome.*

Executive Summary of Assessment Results:

Briefly summarize the major findings from the evaluation of your assessment results for each outcome assessed in this report. *Provide a bulleted list of findings, with a maximum of three bullet points per outcome.*

- What do you want your VP/SVP to know?
- What are your most salient assessment findings?

REPORT SECTIONS

IMPACT OF CHANGES TO UNIT DUE TO ASSESSMENT

The Impact of Changes Made in the Unit Due to Assessment Activities:

Please discuss how previously planned improvements or improvements implemented within this year have affected your Unit since implementation. Please discuss any improvements over time, any difficulties in implementation, and/or any measurable improvement to student learning, if applicable.

The Impact of Changes Made in the Unit Due to Assessment Activities: Please discuss how previously planned improvements or improvements implemented within this year have affected your Unit since implementation. Please discuss any improvements over time, and/or any difficulties in implementation.

- How has assessment affected your unit?

OPTIONAL REPORT SECTIONS

STUDENT- FACING REPORT

Optional Documentation

Indirect Measures of Student Learning: If student-facing, please list any indirect measures of assessment as well as their results below. Please discuss any analyses done and any actions taken based on the results.

Examples of evidence of student learning can be found in Appendix D.

External Recognition: Please feel free to share any instances of recognition for your Unit relevant to your Unit goals.

OPTIONAL REPORT SECTIONS

STUDENT- FACING REPORT

- What, if any, indirect measures of student learning (e.g., grades, surveys, awards, etc.) have you assessed?
- Has your unit received any external recognition that is aligned with the unit goals?

OPTIONAL REPORT SECTIONS

NON- STUDENT- FACING REPORT

Optional Documentation

Non-Student-Facing AES Unit Support of College Mission

Some non-student-facing AES units may find it particularly challenging to align their unit mission directly to the College Mission. However, all AES [units](#) function in support of the College and the College Mission. For these units, please explain how your unit supports the College Mission. Then provide an alignment of unit values/purpose to the College Mission in the next report subsection.

Unit Values/Purpose and Alignment to the College Mission

External Recognition: Please feel free to share any instances of recognition for your Unit relevant to your Unit goals.

OPTIONAL REPORT SECTIONS

NON- STUDENT- FACING REPORT

- How does your non-student-facing unit support the College and its mission?
- The Unit Values/Purpose alignment to the College Mission
- Has your unit received any external recognition that is aligned with the unit goals?

ANNUAL REPORT DUE DATE

June 30th, 2021, unless otherwise specified by your VP/SVP

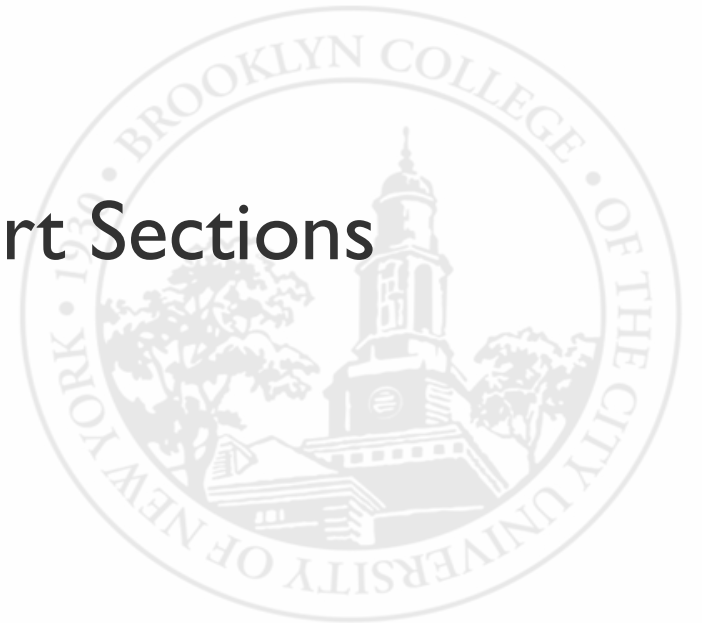


WHAT'S NEXT

February 2021:

Working Sessions on Annual Assessment Report Sections

- Student-Facing Unit Working Sessions
- Non-Student-Facing Unit Working Sessions



QUESTIONS & ANSWERS



HAVE ADDITIONAL QUESTIONS? YOUR DIVISION'S AES COUNCIL REPRESENTATIVE:

Academic Affairs:

- Lucas G. Rubin, LRubin@Brooklyn.cuny.edu
- Richard Vento, RVento@Brooklyn.cuny.edu

Enrollment Management & Retention:

- Estefania Ponti, Estefania.Ponti@Brooklyn.cuny.edu



HAVE ADDITIONAL QUESTIONS? YOUR DIVISION'S AES COUNCIL REPRESENTATIVE:

Finance & Administration:

- Marcus Richardson, MRichardson@Brooklyn.cuny.edu

Institutional Advancement:

- Bronwyn Cunningham, Bronwyn.Cunningham@Brooklyn.cuny.edu

Student Affairs:

- David Wells, DWells@Brooklyn.cuny.edu



FOR ADDITIONAL SUPPORT:

■ Contact ERA at Isana.Leshchinskaya@Brooklyn.cuny.edu

or

■ Drop in via Zoom to Fall 2020 Assessment Office Hours

Tuesdays, 1-3 pm from September 22 – December 22

<https://brooklyncollege.zoom.us/j/99547613462?pwd=amIUMXZ4WkhPaURQME8lYTdsNlplzdz09>

THANK YOU

