Division of Student Affairs Assessment Committee
Current/Desired Assessment Activities Interview Protocol

Assessment Committee members will meet with DSA unit heads and/or their leadership teams (at the discretion of the unit head) to interview them about their current and desired assessment activities. Assessment activities are defined as anything that gathers quantitative and/or qualitative information about programs or services, whether related to participation, satisfaction, learning, and/or anything else that can be documented.

The information collected during the interviews will be used to guide the committee’s work going forward, to include: 1) understanding and enhancing the comfort level and capacity of DSA staff around assessment; 2) inventorying and communicating the results of assessment activities; and 3) identifying opportunities for future assessment activities, whether in an individual unit, across multiple units, or division or university-wide.

The following questions should be sent to the unit head and/or leadership team (as appropriate) in advance of the interview so they can prepare for it. The questions should be used to guide the interviews, although, as appropriate, follow-up questions not included in the protocol should be asked to clarify or expand upon the responses.

Unit Name: ________________________________

Interview Date: ________________________________

Interviewer(s): ________________________________

Interviewee(s): ________________________________

1. What is the role of assessment in your unit? What factors influence that role?

2. What are your unit’s assessment goals? [NOTE: if the unit has no stated goals, ask how their current assessment activities would affect their future activities]

3. Please list and describe assessment initiatives that your unit conducts, has conducted, or would like to conduct. For what purpose? When and how often? With any partners - internal to DSA or GW or external to GW? How are the results used? [NOTE: use the following chart to capture the responses, adding rows as needed][Rows for responses omitted here]

<table>
<thead>
<tr>
<th>Assessment initiative</th>
<th>What is the initiative’s purpose?</th>
<th>When is the initiative conducted? (i.e., past with date, present with date, future with desired date, or some combination thereof)</th>
<th>How frequently is the initiative conducted? (i.e., daily, weekly, monthly, annually, or some other interval)</th>
<th>List any partners on the initiative (i.e., other DSA units, GW partners, or external GW partners)</th>
<th>How frequently do you refer back to the results? (i.e., once after completion, often after completion, compare it to past assessment results for analysis and trends)</th>
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4. Does your unit have stated learning outcomes? If so, what are they? Are these outcomes for your unit as a whole and/or for specific programs and/or services? Are the outcomes focused on effectiveness, student development, or both? [NOTE: if the unit is unclear about how to respond, ask them about their mission, vision, goals, and/or how they currently evaluate effectiveness of their unit and its programs and services, all as possible sources of these outcomes]

5. What are some challenges your unit has encountered when assessing a specific entity?

6. How and why does your unit use the data collected from assessment initiatives?

7. Who does assessment in your unit? What do they do in that role? How are they selected/appointed?

8. Does your unit believe there are sufficient resources (i.e., books, training, staffing, tools, functional area-specific resources) among your staff/within your unit to perform assessment design, implementation, and analysis for your unit? If yes, what resources are available? If no, what resources would be helpful?

9. How can the Division of Student Affairs Assessment Committee help your unit with its assessment projects and goals?