

**Assessment of Unit Outcomes
Educational Support Units
Report Form A-2**

Undergraduate Admissions
(Educational Support Unit)
Spring, 2007
(Assessment Period Covered)

Instructions: This form should be used to report on each of your **Unit Outcomes**. Although you may not assess every program outcome every year, you will have a report for each outcome based on the year that it *was* assessed.

- 1. Program Outcome** (What characteristic, skill, behavior, attitude, service, performance, product, system, process, output, etc., did your program intend to offer or enhance?)

Outcome 1: The organization and administration of appropriate policies and procedures for providing educational access to current and prospective students at Prairie View A&M University.

- 2. Strategies Used to Meet Program Outcome** (What did you do?)

Moved from a one-person admissions review system of conditional admits to a three-person review committee. Developed a checklist of qualitative measures for the admissions appeals process. Explored options for an online process for payment of application fees to complete the submission process.

- 3a. First Measure or Means of Assessment for Outcome above and Criteria for Success** (How did you determine achievement? Explain the means or measure. e.g. Satisfaction Surveys, Mock Interviews, Activity Evaluations, Focus Group Product, After-the-Trip Impact Statements, Internal and/or External Audit, Project Participation Rates, Percentage Increases, Attendance, Completion Rates, Program Reviews, etc.).

TAMU System Audit Final Report which gives an approval of improved admissions procedures and policies which were identified as a weakness in an audit report.

- 3b. Results/ Findings.** (How did you do?)

An examination of audit findings and of current admissions procedures revealed uneven practices in admitting students with deficiencies since the University's appeals process was implemented by one person in many instances and the payment of application fees to complete the application process was often times ambiguous.

- 3c. Use of Results to Improve Unit Services** (How did you use the findings?)

Results of audit findings led to updating existing admissions manual, an expanded review

committee and the creation of a rubric which includes qualitative criteria for screening borderline applicants.

4a. Second Measure or Means of Assessment for Outcome above and Criteria for Success, if available. (How did you determine achievement? Explain the means or measure. See section 3a for examples of measures.)

Rubric used to evaluate the Texas Common Application for Admissions submitted to Prairie View A&M University.

4b. Results/ Findings. (How did you do?)

In 97% of the cases reviewed by the Admissions Review Committee of three with the rubric, at least two persons agreed on the final admissions decision.

4c. Use of Results (How did you use the findings?)

The rubric standardized and made more objective the admissions process, especially for conditional admits being considered for entry into PVAMU. The rubric will not be modified and the three-person review process will continue.

5. Documentation (What is the evidence? Where is the evidence located? e.g. Vice President's Office, Office of the Associate Provost, Director's Office, Assessment Coordinator's Office, etc.?)*

Meeting minutes from June 4, 2006, and June 14, 2006*, reflecting the discussion of the strategies used to meet the outcome are located in a special meeting minutes binder located in the office of Carolyn Alexander. Standardization Rubrics created and utilized are located in the office of Mary Gooch. The updated Admissions Manual is located in the office of Provost and Vice President Thomas-Smith and the offices of Don Byars and Mary Gooch.

* This is a sample report only and may or may not reflect an actual unit's outcome and report.

This modified sample reflects the format offered by Nichols and Nichols in *A Road Map for Improvement of Student Learning and Support Services through Assessment*, 2005.