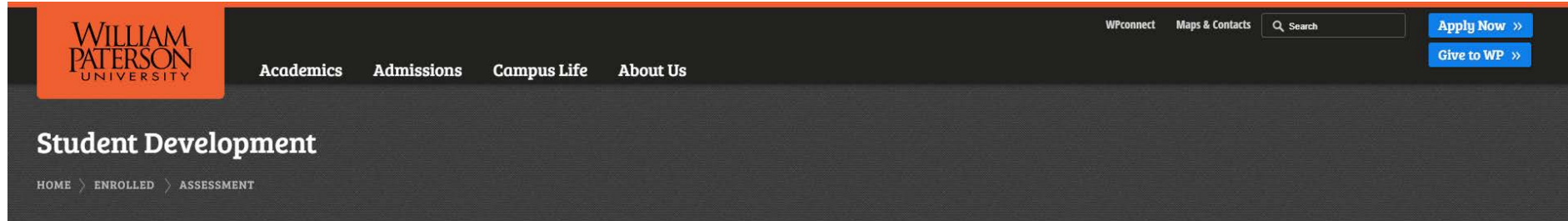


## Instructions for Using Program Review

1. **Sign in** to Campus Labs (use the link on the Student Development Assessment website).



Assessment Home  
Assessment Team  
Assessment Resources  
Mission Statement

### Assessment Resources

#### Campus Labs Resources

A new landing page has been launched that allows for access to all campus labs pages - **Baseline**, **Compliance Assist** and **Collegiate Link (Pioneer Life)**. Please click [here](#) to access.

All users are required to use their William Paterson log in credentials to access campus labs.

#### Other Resources

Institutional Research and Assessment - please click [here](#) to access IR&A.

WP Home  
Employment Opportunities  
Campus Map  
Contact Us

WILLIAM  
PATERSON  
UNIVERSITY  
William Paterson University  
300 Pompton Road  
Wayne, New Jersey 07470  
973-720-2000

WP Connect >>

Stay Connected



#### Authentication Required

You have chosen William Paterson University as your home institution. Please enter your WPU username and password below, then click the Login button.

Username


Password


Forgot Your Password? >>

Need Help? >>

Login


2. Click on **Compliance Assist**.

 Kristen



Your Campus Labs Platform at  
**William Paterson University of New Jersey**

**Baseline**  
Assess student learning and success through surveys, rubrics, and benchmarking

**Compliance Assist**  
Connect and manage your program review and accreditation efforts


**Course Evaluations**  
Elevate teaching and learning with meaningful data

**Engage**  
Promote meaningful engagement experiences across campus

**Faculty**  
Manage course rosters, course evaluations, and more with a personalized dashboard

**Outcomes**  
Assess academic and co-curricular alignment and performance



**Planning**  
Connect and manage your strategic planning efforts


 **Need Help?** Visit our Support Center for articles, webinars, and other resources!

3. Click on **Program Review**.

☒ **Landing Site**

Welcome, Kristen Pena | [Log Out](#)





**Available Web Sites**  
 [Program Review](#)

**Welcome**  
Welcome to the William Paterson University *Compliance Assist!* landing site!

[William Paterson Home Page](#)

Powered by [Campus Labs](#)

4. Click on Your **Functional Area**.



[Home](#) | [Student Development](#) > [Assessment Services](#)

### Program Review Information

- [University Overview](#)
- [Assessment Consultants](#)
- [CAS Suggested Process](#)
- [About Academic Program Review](#)

### Site Information

- [Technical Support](#)

## Welcome

Program Review is a systematic, purposeful process William Paterson University's academic programs and administrative offices undergo to assess the quality and effectiveness of each unit. Its purpose is to ensure that each unit systematically takes time to review its strengths, weaknesses, and progress in meeting the University's and the programs' or offices' mission, strategic goals and objectives. Program review is viewed as a way to facilitate continuous improvement.

[Site Map](#) | [William Paterson University of New Jersey Home Page](#)Powered by [Campus Labs](#)

5. Click on **Self-Study**.


[Home](#) [Student Development](#) > [Assessment Services](#) [Options](#)

[Introduction](#) [Self-Study](#) [Assessment, Ratings, and Significant Items](#) [Document Directory](#)

---

## Introduction

---

 **Council for the  
Advancement of  
Standards** in Higher Education

---

CAS Self-Assessment Guide for  
**ASSESSMENT SERVICES**

---

**Background Materials**

CAS Standards Contextual Statement  
Introduction and Instructions  
Self-Assessment Process  
Rating Examples  
Formulating an Action Plan, Preparing a Report, and Closing the Loop

**Part Descriptions**

Part 1. Mission  
Part 2. Program  
Part 3. Organization and Leadership  
Part 4. Human Resources  
Part 5. Ethics  
Part 6. Law, Policy, and Governance  
Part 7. Diversity, Equity, and Access  
Part 8. Institutional and External Relations  
Part 9. Financial Resources  
Part 10. Technology  
Part 11. Facilities and Equipment  
Part 12. Assessment and Evaluation

**Work Form Instructions**

Work Form A – Rating Discrepancies  
Work Form B – Strengths and Areas for Improvement  
Work Form C – Recommendations for Unit Action  
Work Form D – Beginning the Action Plan  
Work Form E – Action Plan

**Other CAS Resources**

6. Click on **1.1 – Primary Mission**.

**Program Review** Welcome, Kristen Pena | Search | Help | Log Out

**WILLIAM PATERSON UNIVERSITY**

Home | Student Development > Assessment Services | Options

Introduction | Self-Study | Assessment, Ratings, and Significant Items | Document Directory

## Report Overview

### Part 1: Mission

- ✓ 1.1 - Program Mission and Goals
- ✓ 1.2 - Mission Implementation and Review
- ✓ 1.3 - Mission Statement

[Part 1: Mission Overview](#)

### Part 2: Program

- ✓ 2.1 - Program Information and Services
- ✓ 2.2 - Program Contribution to Student Learning and Development
- ✓ 2.3 - Assessment of Learning and Development
- ✓ 2.4 - Program Design
- ✓ 2.5 - Collaboration

[Part 2: Program Overview](#)

### Part 3: Organization and Leadership

- ✓ 3.1 - Organization Documents
- ✓ 3.2 - Actions of Leaders
- ✓ 3.3 - Strategic Planning
- ✓ 3.4 - Management
- ✓ 3.5 - Supervision
- ✓ 3.6 - Program Advancement

[Part 3: Organization and Leadership Overview](#)



### Part 4: Human Resources

- ✗ 4.1 - Adequate Staffing and Support
- ✓ 4.2 - Recruitment, Supervision, and Professional Development
- 4.3 - Employment Practices
- ✓ 4.4 - Personnel Training
- 4.5 - Professional Personnel
- 4.6 - Interns and Graduate Assistants
- ✓ 4.7 - Student Employees and Volunteers

### Judgments


- ✓ Exceeds
- ✓ Meets
- ✓ Partly Meets
- ✗ Does Not Meet
- ✗ Insufficient Evidence/Unable to Rate
- Does Not Apply


## 7. Click on **Edit Item**.





[Home](#) | [Student Development](#) > [Assessment Services](#) | [Options](#)


[Introduction](#) | [Self-Study](#) | [Assessment, Ratings, and Significant Items](#) | [Document Directory](#)

 **Item 1.1**

 [Edit Item](#)

 [Copy Item](#)

 [Check-In](#)

 [Printable File](#)

### 1.1

#### Program Mission and Goals

- The mission of Assessment Services (AS) is to develop and implement a comprehensive assessment program that increases knowledge about students and the educational environment and leads efforts in continuous improvement and data-driven decision making.
- Central to this mission, AS collaborates and consults with institutional leadership, individuals, and departments essential to the success of students.
- The primary goals of AS are to improve student programs and services; enhance student learning, growth, and development; contribute to efforts toward student success, retention, and persistence; and support institutional effectiveness and accreditation.
- Whether organized as a central office or facilitated across departments, AS works in close collaboration with others with expertise and resources to collect evidence of mission effectiveness.

#### Judgment

☐ Exceeds ☒ Meets ☐ Partly Meets ☐ Does Not Meet ☐ Insufficient Evidence/Unable to Rate ☐ Does Not Apply


#### Narrative

The Student Development Assessment Team was started in 2006, after representatives from divisional leadership attended a CAS symposium in Washington D.C. focused on the role of assessment in student affairs work. From that point, we began to create a leadership structure, through the establishment of the Assessment Team and to build assessment skills and capacity across the division, so that assessment work was built into the work occurring across our division. Though the years, the division has focused on measuring student satisfaction with services, learning outcomes achieved through their participation in various activities and student leadership roles, key performance indicators, and other forms of assessment that became pertinent to work occurring at the time. The Team, like the assessment work occurring during any given academic year, has evolved depending on the focus and priorities of the institution at that particular time. Through this evolution and these changes, the division has remained committed to high quality, meaningful assessment work, the results of which are built into the evolution of subsequent and future goals. The attached mission statement reflects this set of values that has remained consistent over time.

#### Campus Review Team Comments

Add website link for assessment resources, student development mission statement and assessment home (link).

#### Sources

 Mission Statement for Assessment Services, adapted April, 2018

[Site Map](#) | [William Paterson University of New Jersey Home Page](#) Powered by [Campus Labs](#)



8. Write a brief explanation of how the Functional Area meets the standard in the **Narrative** section. Click **Save & Close** once completed.

**Edit Item 1.1**

**Number:**

**Title:**

**Status:**

**Judgment:**

**Due Date:**

**Assigned User:**

**Save Save & Close Cancel**

**Description**

**B I U abc** [List Icons] [Text Color] [Background Color] [Normal] [Image Icon]

[Undo] [Redo] [Find] [Print] [Link] [Unlink] [Table] [Media] [Custom Links] [Help]

- The mission of Assessment Services (AS) is to develop and implement a comprehensive assessment program that increases knowledge about students and the educational environment and leads efforts in continuous improvement and data-driven decision making.
- Central to this mission, AS collaborates and consults with institutional leadership, individuals, and departments essential to the success of students.
- The primary goals of AS are to improve student programs and services; enhance student learning, growth, and development; contribute to efforts toward student success, retention, and persistence; and support institutional effectiveness and accreditation.
- Whether organized as a central office or facilitated across departments, AS works in close collaboration with others with expertise and resources to collect evidence of mission effectiveness.

**Design HTML** Words: 114 Characters: 852

**Narrative**



**B I U abc** [List Icons] [Text Color] [Background Color] [Normal] [Image Icon]

[Undo] [Redo] [Find] [Print] [Link] [Unlink] [Table] [Media] [Custom Links] [Help]

The Student Development Assessment Team was started in 2006, after representatives from divisional leadership attended a CAS symposium in Washington D.C. focused on the role of assessment in student affairs work. From that point, we began to create a leadership structure through the establishment of the Assessment Team and to build assessment skills and capacity across the division.




9. All items must be checked-in when you are finished editing them. Click **Check-In**.



[Home](#) | [Student Development](#) > [Assessment Services](#)


[Introduction](#) | [Self-Study](#) | [Assessment, Ratings, and Significant Items](#) | [Document Directory](#)

 **Edit Item 1.1**

[Edit](#) | [Preview](#) | [Activity Log](#) | [Permissions](#)

[Save](#) | [Save & Close](#) | [Cancel](#)
























**Number:**   
**Title:**   
**Status:**   
**Judgment:**   
**Due Date:**   
**Assigned User:**

**Checked Out** 



Warning: Do you want to check-in this item?

[Check-In](#) | [Leave Checked-Out](#)

**Description**

**B** **I** **U** **abe** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |



10. Documents can be uploaded into the “Document Directory” and will then be available to add to your review to support your narratives. To begin uploading supporting documents, click “**Document Directory.**”



Welcome, Kristen Pena | Search | Help | Log Out

Home | Student Development > Assessment Services | Options

Introduction | Self-Study | Assessment, Ratings, and Significant Items | Document Directory

 **Item 1.1** 

**1.1**

**Program Mission and Goals**

- The mission of Assessment Services (AS) is to develop and implement a comprehensive assessment program that increases knowledge about students and the educational environment and leads efforts in continuous improvement and data-driven decision making.
- Central to this mission, AS collaborates and consults with institutional leadership, individuals, and departments essential to the success of students.
- The primary goals of AS are to improve student programs and services; enhance student learning, growth, and development; contribute to efforts toward student success, retention, and persistence; and support institutional effectiveness and accreditation.
- Whether organized as a central office or facilitated across departments, AS works in close collaboration with others with expertise and resources to collect evidence of mission effectiveness.

**Judgment**

☐ Exceeds ☒ Meets ☐ Partly Meets ☐ Does Not Meet ☐ Insufficient Evidence/Unable to Rate ☐ Does Not Apply


**Narrative**

The Student Development Assessment Team was started in 2006, after representatives from divisional leadership attended a CAS symposium in Washington D.C. focused on the role of assessment in student affairs work. From that point, we began to create a leadership structure, through the establishment of the Assessment Team and to build assessment skills and capacity across the division, so that assessment work was built into the work occurring across our division. Though the years, the division has focused on measuring student satisfaction with services, learning outcomes achieved through their participation in various activities and student leadership roles, key performance indicators, and other forms of assessment that became pertinent to work occurring at the time. The Team, like the assessment work occurring during any given academic year, has evolved depending on the focus and priorities of the institution at that particular time. Through this evolution and these changes, the division has remained committed to high quality, meaningful assessment work, the results of which are built into the evolution of subsequent and future goals. The attached mission statement reflects this set of values that has remained consistent over time.

**Campus Review Team Comments**

Add website link for assessment resources, student development mission statement and assessment home (link).



**Sources**

 Mission Statement for Assessment Services, adapted April, 2018

Site Map | William Paterson University of New Jersey Home Page

Powered by Campus Labs

11. Click on **Options** and select **Manage Files**.


 



Program Review Welcome, Kristen Pena | [Search](#) | [Help](#) | [Log Out](#)

[Home](#) | [Student Development](#) > [Assessment Services](#) | [Options](#)



[Introduction](#) | [Self-Study](#) | [Assessment, Ratings, and Significant Items](#) | [Document Directory](#) | [Manage Files](#)

### Document Directory



-  CAS Documents
-  Supporting Documents

12. Click on **Upload File**.





[Home](#) | [Student Development](#) > [Assessment Services](#)


[Introduction](#) | [Self-Study](#) | [Assessment, Ratings, and Significant Items](#) | [Document Directory](#)

## Manage Document Directory


Create folders and upload files below for referencing throughout the accreditation standards. Documents stored below are generally larger in size (for example, handbooks or catalogs).





 [Add Folder](#)

 [Upload File](#)

[View Activity](#)

 [Document Directory](#)

-  CAS Documents
-  Supporting Documents

[Site Map](#) | [William Paterson University of New Jersey Home Page](#)

Powered by [Campus Labs](#)

13. Click **Select** to upload 1 file OR click **Upload Multiple Files** to upload more than 1 file at a time.

The screenshot shows the William Paterson University Document Directory web application. At the top, there is a header with the university logo, a navigation bar with links like Home, Student Development, and Assessment Services, and a user welcome message for Kristen Pena. Below the navigation bar, there are tabs for Introduction, Self-Study, Assessment, Ratings, and Significant Items, and Document Directory. The main content area is titled 'Manage Document Directory' and includes a search bar and a list of folders: Document Directory, CAS Documents, and Supporting Documents. A modal dialog box titled 'Upload a Single File' is open in the center. It contains instructions on file naming and accepted file types. A red arrow points to the 'Select' button, and another red arrow points to the 'upload multiple files' link. The dialog box also has an 'Upload Files' button and a 'Close' button.

Program Review

Welcome, Kristen Pena | Search | Help | Log Out

WILLIAM PATERSON UNIVERSITY

Home | Student Development > Assessment Services

Introduction | Self-Study | Assessment, Ratings, and Significant Items | Document Directory

Manage Document Directory

Create folders and upload files below. Files stored below are generally larger in size (for example, handbooks or catalogs).

Search

Document Directory

CAS Documents

Supporting Documents

Site Map | William Paterson University of New Jersey

Powered by Campus Labs

**Upload a Single File**

Uploaded files will automatically be named based on their filenames, but you may specify a different name for the file.

If you have many files to upload, you may also [upload multiple files](#).

File **Select**

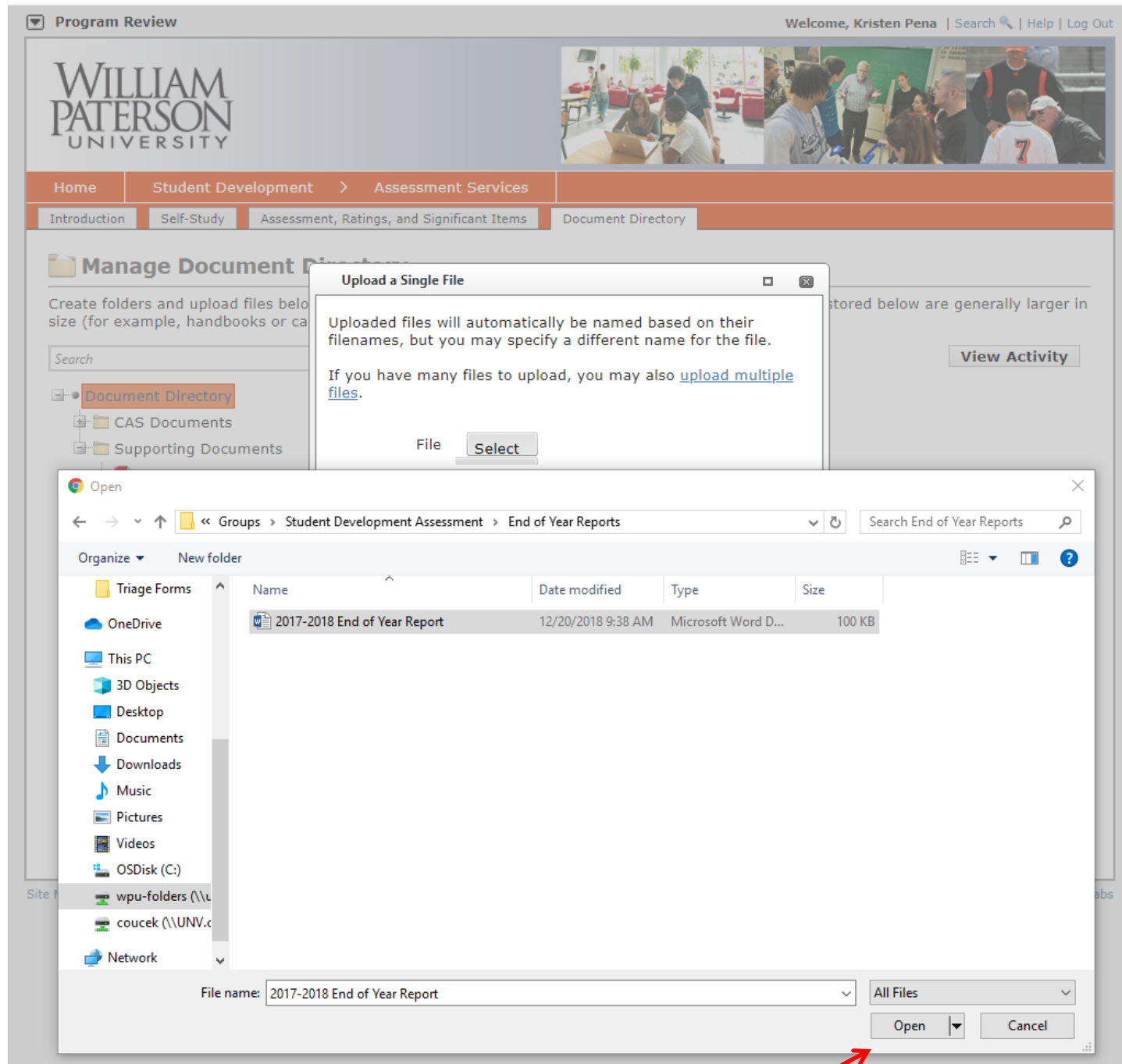
Accepted file types: \*.pdf, \*.doc, \*.docx, \*.htm, \*.html, \*.pdf, \*.ppt, \*.pptx, \*.xls, \*.xlsx.

Rename File (optional)

Important: Do not upload any sensitive or personal identifying information.

**Upload Files** **Close**

14. Select the **file(s)** that you wish to upload and click **Open**.





15. Click **Upload Files** then click **Close**. Repeat steps 11-15 until all desired files have been uploaded.

The screenshot shows the William Paterson University 'Manage Document Directory' page. The page header includes the university logo, a navigation bar with 'Home', 'Student Development', and 'Assessment Services', and a sub-navigation bar with 'Introduction', 'Self-Study', 'Assessment, Ratings, and Significant Items', and 'Document Directory'. The main content area is titled 'Manage Document Directory' and includes a search bar and a list of documents. A modal dialog box titled 'Upload a Single File' is open in the center. The dialog box contains the following text: 'Uploaded files will automatically be named based on their filenames, but you may specify a different name for the file.' and 'If you have many files to upload, you may also [upload multiple files](#).' Below this, there is a section for 'File' with a green dot icon and the filename '2017-2018 End of Year Report.docx'. A red 'x Remove' button is next to the filename. Below the filename, there is a text input field for 'Rename File (optional)'. At the bottom of the dialog box, there are two buttons: 'Upload Files' and 'Close'. A red arrow points to the 'Upload Files' button. The background page shows a list of documents including '2017-2018 Assessment Services End of Year Report', 'Assessment Services End of Year Report', 'Assessment-Training-and-Development', 'Campus Labs Student Assessment', 'CAS Self-Studies Schedule', 'e-mail documenting college-wide assessment committee', 'Mission Statement for Assessment', 'Sample Assessment Self-Study', 'Sample follow-up e-mail', 'SD Assessment Overview', 'Student Development Key Dates and Deadlines 2016-2017', and 'WPUNJ Assessment Workshop 10.17.2017'.

Program Review

Welcome, Kristen Pena | Search | Help | Log Out

WILLIAM PATERSON UNIVERSITY

Home | Student Development > Assessment Services

Introduction | Self-Study | Assessment, Ratings, and Significant Items | Document Directory

### Manage Document Directory

Create folders and upload files below (for example, handbooks or calendars)

Search

Document Directory

- CAS Documents
- Supporting Documents
  - 2017-2018 Assessment Services End of Year Report
  - 2017-2018 End of Year Report
  - Assessment Services End of Year Report
  - Assessment\_Services\_End\_of\_Year\_Report
  - Assessment-Training-and-Development
  - Campus Labs Student Assessment
  - CAS Self-Studies Schedule
  - e-mail documenting college-wide assessment committee
  - Mission Statement for Assessment
  - Sample Assessment Self-Study
  - Sample follow-up e-mail
  - SD Assessment Overview
  - Student Development Key Dates and Deadlines 2016-2017
  - WPUNJ Assessment Workshop 10.17.2017

#### Upload a Single File

Uploaded files will automatically be named based on their filenames, but you may specify a different name for the file.

If you have many files to upload, you may also [upload multiple files](#).

File 2017-2018 End of Year Report.docx

Remove

Accepted file types: \*.pdf, \*.doc, \*.docx, \*.htm, \*.html, \*.pdf, \*.ppt, \*.pptx, \*.xls, \*.xlsx.

Rename File (optional)

Important: Do not upload any sensitive or personal identifying information.

**Upload Files** **Close**

View Activity

Site Map | William Paterson University of New Jersey Home Page



Powered by Campus Labs



16. Any file (s) that you uploaded will now be available in the **Document Directory**.

Program Review

Welcome, Kristen Pena | Search | Help | Log Out



Home


Student Development > Assessment Services

Introduction


Self-Study


Assessment, Ratings, and Significant Items


Document Directory

 Manage Document Directory

Create folders and upload files below for referencing throughout the accreditation standards. Documents stored below are generally larger in size (for example, handbooks or catalogs).



 Add Folder


 Upload File


View Activity


Document Directory


CAS Documents


Supporting Documents


 2017-2018 Assessment Services End of Year Report


 2017-2018 End of Year Report


 Assessment Services End of Year Report 2016-2017


 Assessment\_Services\_End\_of\_Year\_Report\_2015\_2016


 Assessment-Training-and-Resources-Survey May 2016


 Campus Labs Student Affairs Assessment Certificate e-mail to Student Development staff


 CAS Self-Studies Schedule- updated 5-16-18


 e-mail documenting collaborative work with other divisions and recommendation for university-wide assessment committee


 Mission Statement for Assessment Services, adapted April, 2018


 Sample Assessment Services Performance Appraisal Goal of Associate Vice President and Dean of Student Development

 Sample follow-up e-mail from Associate VP to to Directors in Student Development Division regarding an assessmet practice

 SD Assessment Overview Presentation

 Student Development Assessment Team Consultant List


 Student Development Key Dates and Deadlines 2016-2017

 WPUNJ Assessment Workshop 10.17.2017



Site Map | William Paterson University of New Jersey Home Page

Powered by Campus Labs


17. Click on **Self-Study** to continue editing each standard.

 **Program Review** Welcome, Kristen Pena | [Search](#) | [Help](#) | [Log Out](#)

---




---

[Home](#) > [Student Development](#) > [Assessment Services](#)  **Options**


---


[Introduction](#) | [Self-Study](#) | [Assessment, Ratings, and Significant Items](#) | [Document Directory](#)


---
















 **Document Directory**

---



 CAS Documents

 Supporting Documents

-  2017-2018 Assessment Services End of Year Report
-  2017-2018 End of Year Report
-  Assessment Services End of Year Report 2016-2017
-  Assessment\_Services\_End\_of\_Year\_Report\_2015\_2016
-  Assessment-Training-and-Resources-Survey May 2016
-  Campus Labs Student Affairs Assessment Certificate e-mail to Student Development staff
-  CAS Self-Studies Schedule- updated 5-16-18
-  e-mail documenting collaborative work with other divisions and recommendation for university-wide assessment committee
-  Mission Statement for Assessment Services, adapted April, 2018
-  Sample Assessment Services Performance Appraisal Goal of Associate Vice President and Dean of Student Development
-  Sample follow-up e-mail from Associate VP to to Directors in Student Development Division regarding an assessmet practice
-  SD Assessment Overview Presentation
-  Student Development Assessment Team Consultant List
-  Student Development Key Dates and Deadlines 2016-2017
-  WPUNJ Assessment Workshop 10.17.2017

---


[Site Map](#) | [William Paterson University of New Jersey Home Page](#) Powered by [Campus Labs](#)

18. Click on **1.1 Program Mission and Goals**.

Program Review

Welcome, Kristen Pena | Search | Help | Log Out

WILLIAM PATERSON UNIVERSITY



Home

Student Development > Assessment Services

Options

Introduction

Self-Study

Assessment, Ratings, and Significant Items

Document Directory

Report Overview

**Part 1: Mission**

✓ 1.1 - Program Mission and Goals

✓ 1.2 - Mission Implementation and Review

✓ 1.3 - Mission Statement

[Part 1: Mission Overview](#)

**Part 2: Program**

✓ 2.1 - Program Information and Services

✓ 2.2 - Program Contribution to Student Learning and Development

✓ 2.3 - Assessment of Learning and Development

✓ 2.4 - Program Design

✓ 2.5 - Collaboration

[Part 2: Program Overview](#)

**Part 3: Organization and Leadership**

✓ 3.1 - Organization Documents

✓ 3.2 - Actions of Leaders

✓ 3.3 - Strategic Planning

✓ 3.4 - Management

✓ 3.5 - Supervision

✓ 3.6 - Program Advancement

[Part 3: Organization and Leadership Overview](#)

**Part 4: Human Resources**

✗ 4.1 - Adequate Staffing and Support

✓ 4.2 - Recruitment, Supervision, and Professional Development

— 4.3 - Employment Practices

✓ 4.4 - Personnel Training

— 4.5 - Professional Personnel

— 4.6 - Interns and Graduate Assistants

✓ 4.7 - Student Employees and Volunteers

**Judgments**

✓ Exceeds

✓ Meets

✓ Partly Meets

✗ Does Not Meet



✗ Insufficient Evidence/Unable to Rate

— Does Not Apply

## 19. Click **Edit Item**.

Program Review

Welcome, Kristen Pena | Search | Help | Log Out



Home

Student Development > Assessment Services

Options

Introduction

Self-Study

Assessment, Ratings, and Significant Items

Document Directory

Edit Item

Copy Item

Check-In

Printable File

Item 1.1

1.1

### Program Mission and Goals

- The mission of Assessment Services (AS) is to develop and implement a comprehensive assessment program that increases knowledge about students and the educational environment and leads efforts in continuous improvement and data-driven decision making.
- Central to this mission, AS collaborates and consults with institutional leadership, individuals, and departments essential to the success of students.
- The primary goals of AS are to improve student programs and services; enhance student learning, growth, and development; contribute to efforts toward student success, retention, and persistence; and support institutional effectiveness and accreditation.
- Whether organized as a central office or facilitated across departments, AS works in close collaboration with others with expertise and resources to collect evidence of mission effectiveness.

### Judgment

☐ Exceeds ☒ Meets ☐ Partly Meets ☐ Does Not Meet ☐ Insufficient Evidence/Unable to Rate ☐ Does Not Apply


### Narrative

The Student Development Assessment Team was started in 2006, after representatives from divisional leadership attended a CAS symposium in Washington D.C. focused on the role of assessment in student affairs work. From that point, we began to create a leadership structure, through the establishment of the Assessment Team and to build assessment skills and capacity across the division, so that assessment work was built into the work occurring across our division. Though the years, the division has focused on measuring student satisfaction with services, learning outcomes achieved through their participation in various activities and student leadership roles, key performance indicators, and other forms of assessment that became pertinent to work occurring at the time. The Team, like the assessment work occurring during any given academic year, has evolved depending on the focus and priorities of the institution at that particular time. Through this evolution and these changes, the division has remained committed to high quality, meaningful assessment work, the results of which are built into the evolution of subsequent and future goals. The attached mission statement reflects this set of values that has remained consistent over time.

### Campus Review Team Comments

Add website link for assessment resources, student development mission statement and assessment home (link).

### Sources

 Mission Statement for Assessment Services, adapted April, 2018

Site Map | William Paterson University of New Jersey Home Page

Powered by Campus Labs

20. Click on **Add New Document Source** to add the uploaded documents that support the completed narrative.

DesignHTMLWords: 0Characters: 0

Requirement Sources

Add FolderUpload File

Select a folder below for more options.

Getting Started

Use the "Add Folder" & "Upload File" buttons above to start adding sources to this item.

Select an existing folder to create subdirectories within or to upload files into the folder.

Right-click on any item to rename or delete it.

Right-click on an existing document and choose "Replace" to upload another document in its place.

Document Directory Sources

+ New Document Source

Name	View	Edit	Delete
No sources have been added. Click the "New Document Source" link above to begin adding sources.			

URL Sources

+ New URL Source

Name	URL	View	Edit	Delete
No sources have been added. Click the "New URL Source" link above to begin adding sources.				

Planning Sources

+ New Planning SourceDelete Selected Source

Source
No sources have been added. Click the "New Planning Source" link above to begin adding sources.

21. Choose the desired document from the list of **Supporting Documents** and **Add Source**.

Design HTML Words: 0 Characters: 0

### Requirement Sources

#### New Document Source

Se

- CAS Documents
  - Supporting Documents
    - 2017-2018 Assessment Services End of Year Report
    - 2017-2018 End of Year Report
    - Assessment Services End of Year Report 2016-2017
    - Assessment\_Services\_End\_of\_Year\_Report\_2015\_2016
    - Assessment-Training-and-Resources-Survey May 2016
    - Campus Labs Student Affairs Assessment Certificate e-mail to Student Development staff
    - CAS Self-Studies Schedule- updated 5-16-18
    - e-mail documenting collaborative work with other divisions and recommendation for university-wide assessment comm
    - Mission Statement for Assessment Services, adapted April, 2018**
    - Sample Assessment Services Performance Appraisal Goal of Associate Vice President and Dean of Student Development

+ Add another page  
Page Number (optional):  ✖

Do

+  
Na  
No

UR

+  
Na

**Add Source** **Cancel**

No sources have been added. Click the "New URL Source" link above to begin adding sources.

### Planning Sources

+ New Planning Source ✖ Delete Selected Source

Source

No sources have been added. Click the "New Planning Source" link above to begin adding sources.

*\*Please note that the specific page number can be referenced if you are working with exceptionally lengthy documents.*

22. To add Web Sources click on **Add New URL Source**.

### Requirement Sources

[Add Folder](#) [Upload File](#)

Select a folder below for more options.

#### Getting Started

Use the "Add Folder" & "Upload File" buttons above to start adding sources to this item.

Select an existing folder to create subdirectories within or to upload files into the folder.

Right-click on any item to rename or delete it.

Right-click on an existing document and choose "Replace" to upload another document in its place.

### Document Directory Sources

[+ New Document Source](#)

Name	View	Edit	Delete
Mission Statement for Assessment Services, adapted April, 2018			

### URL Sources

[+ New URL Source](#)

Name	URL	View	Edit	Delete
No sources have been added. Click the "New URL Source" link above to begin adding sources.				

### Planning Sources

[+ New Planning Source](#) [X Delete Selected Source](#)

Source
No sources have been added. Click the "New Planning Source" link above to begin adding sources.

[Save](#) [Save & Close](#) [Cancel](#)

Site Map | William Paterson University of New Jersey Home Page

Powered by Campus Labs



23. Enter the name and the URL Address then click **Add Source**.

The screenshot displays a web application interface with four main sections: Requirement Sources, Document Directory Sources, URL Sources, and Planning Sources. A modal dialog titled "New URL Source" is open, allowing the user to add a new URL source. The dialog contains two input fields: "Name" and "URL". The "Name" field is filled with "Assessment Resources Homepage" and the "URL" field is filled with "https://www.wpunj.edu/enrolled/assessment". Below the input fields are two buttons: "Add Source" and "Cancel". Two red arrows point to the "Add Source" button and the "URL" input field. The "Requirement Sources" section has buttons for "Add Folder" and "Upload File" and a "Getting Started" guide. The "Document Directory Sources" section has a "New Document Source" button and a table with one row: "Mission Statement for Assessment Services". The "URL Sources" section has a "New URL Source" button and a table with columns "Name", "URL", "View", "Edit", and "Delete". The "Planning Sources" section has buttons for "New Planning Source" and "Delete Selected Source" and a table with one row: "Source". At the bottom of the page are buttons for "Save", "Save & Close", and "Cancel".

**Requirement Sources**

+ Add Folder    Upload File

Select a folder below for more options.

**Getting Started**

Use the "Add Folder" & "Upload File" buttons above to start adding sources to this item.

Select an existing folder to create subdirectories within or to upload files into the folder.

Right-click on any item to rename or delete it.

Right-click on an existing document and choose "Replace" to upload another document in its place.

**Document Directory Sources**

+ New Document Source

Name	View	Edit	Delete
Mission Statement for Assessment Services			

**URL Sources**

+ New URL Source

Name	URL	View	Edit	Delete
No sources have been added. Click the "New URL Source" link above to begin adding sources.				

**Planning Sources**

+ New Planning Source    Delete Selected Source

Source
No sources have been added. Click the "New Planning Source" link above to begin adding sources.

Save    Save & Close    Cancel

Site Map | William Paterson University of New Jersey Home Page    Powered by Campus Labs

24 .Once all sources have been added to support the narrative for this standard click **Save & Close**.

### Requirement Sources

[+ Add Folder](#) [+ Upload File](#)

Select a folder below for more options.

#### Getting Started

Use the "Add Folder" & "Upload File" buttons above to start adding sources to this item.

Select an existing folder to create subdirectories within or to upload files into the folder.

Right-click on any item to rename or delete it.

Right-click on an existing document and choose "Replace" to upload another document in its place.





### Document Directory Sources

[+ New Document Source](#)

Name	View	Edit	Delete
 Mission Statement for Assessment Services, adapted April, 2018			

### URL Sources

[+ New URL Source](#)

Name	URL	View	Edit	Delete
 Assessment Resources Homepage	https://www.wpunj.edu/enrolled/assessment/assessment-resources.html			

### Planning Sources

[+ New Planning Source](#) [X Delete Selected Source](#)

Source
No sources have been added. Click the "New Planning Source" link above to begin adding sources.

[Save](#) [Save & Close](#) [Cancel](#)

## 25. Click **Check-In**.

### Requirement Sources

[Add Folder](#) [Upload File](#)

Select a folder below for more options.

#### Getting Started

Use the "Add Folder" & "Upload File" buttons above to start adding sources to this item.

Select an existing folder to create subdirectories within or to upload files into the folder.

Right-click on any item to rename or delete it.

Right-click on an existing document and choose "Replace" to upload another document in its place.

### Document Directory Sources

[New Document Source](#)

Name	View	Edit	Delete
Mission Statement for Assess			

Warning: Do you want to check-in this item?

[Check-In](#) [Leave Checked-Out](#)

### URL Sources

[New URL Source](#)

Name	URL	View	Edit	Delete
Assessment Resources Homepage	<a href="https://www.wpunj.edu/enrolled/assessment/assessment-resources.html">https://www.wpunj.edu/enrolled/assessment/assessment-resources.html</a>			

### Planning Sources

[New Planning Source](#) [Delete Selected Source](#)

Source
No sources have been added. Click the "New Planning Source" link above to begin adding sources.

[Save](#) [Save & Close](#) [Cancel](#)

Site Map | William Paterson University of New Jersey Home Page

Powered by Campus Labs

**Repeat steps 17 through 25 until a Narrative has been entered and documents have been linked to each and every standard.**