

Kansas State University
Undergraduate Assessment of Student Learning Report
Report for Academic Year: 2014-2015
(Edited for Division of Student Life)

A. Program Information

Student Life Department: Academic and Career Information Center

Contact Name: Jared Meitler

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Department assessment website (Includes all outcomes and summary of your current report): <http://www.k-state.edu/acic/about/documents/aciclearningoutcomes.pdf>

B. Outcome Reporting

Include the following information for each outcome assessed this year:

Student Learning Outcomes

List the assessed program outcomes.

Outcome 1: *As a result of meeting with a career specialist, students will be able to develop a plan of action to choose a major or career.*

Outcome 2: *As a result of attending the Majors, Minors, and More Fair, students will learn more about majors, minors, and other academic programs that are available at K-State.*

Outcome 3: *After taking EDCEP 120, students will be able to assess the strengths and weaknesses of their interviewing skills by participating in a mock interview.*

Assessment Method(s) *(include direct and indirect measures)*

Describe the assessment tools, measures, instruments, and/or forms of evidence utilized to demonstrate students' achievement of the learning outcomes. Provide information on who is assessed (what course(s) and students) and expected levels of student performance (minimum expected level, proficient level, etc.).

Outcome 1

Measure: *This outcome was measured through a question on the ACIC user survey. Survey was distributed to all students who met with a career specialist in an individual appointment. (Indirect)*

Sample: *The survey was administered to all students who used ACIC services in the fall 2015 semester. This includes students who met with a career specialist for an individual appointment, as well as those who stopped by for a brief question or visit. We were able to successfully send a survey email to 909 students. There were 334 who responded to the survey for a response rate of approximately 37%.*

Timetable: *The survey was administered monthly during the fall of 2015.*

Forum: *The survey was electronically administered via Kansas State University's survey system powered by Qualtrics.*

Outcome 2

Measure: *This outcome was measured through a question on the Majors, Minors, and More Fair follow up survey. Survey was distributed to all students who attended the Majors, Minors, and More Fair. (Indirect)*

Sample: *The survey was administered to students who attended the Majors, Minors, and More Fair. Approximately 550 students attended. Students were asked to swipe their student identification card at the registration table, and 521 usable email addresses were collected to utilize for the survey. There were 81 students completed the survey for a response rate of approximately 16%.*

Timetable: *The survey was administered two weeks after the Majors, Minors, and More fair (October 2015).*

Forum: *The survey was electronically administered via Kansas State University's survey system powered by Qualtrics.*

Outcome 3

Measure: *This outcome will be measured by scoring each student's mock interview performance using a rubric. All students enrolled in EDCEP 120 are expected to complete a mock interview. (Direct)*

Sample: *There were 43 students enrolled in EDCEP 120 during the spring 2015 semester, 16 rubric/feedback forms were collected. (Reason for low response: Not all students completed the assignment and some peer career specialists neglected to make a copy of the feedback forms for data purposes.*

Timetable: *Mock interviews were conducted during the spring 2015 semester. Students scheduled individual dates for a mock interview.*

Forum: *Following a mock interview, a mock interview feedback form was completed by the peer career specialist who conducted the interview.*

Results

Identify how many students were assessed and the number of students who achieved the departments expected outcome achievement levels. Include a statement reflecting on what the results may mean to the department's overall student achievement and learning expectations. Longitudinal tables of results are encouraged to identify trends and changes over time.

Outcome 1: Below you will find student responses to the survey question: "As a result of meeting with a Career Specialist, I was able to develop a plan of action to choose my major or career."

	Fall 2010		Fall 2011		Fall 2012		Fall 2013		Fall 2014		Fall 2015	
Strongly Agree	34	17%	56	22%	56	21%	90	36%	102	45%	148	44%
Agree	96	47%	102	40%	125	46%	95	38%	75	33%	118	35%
Neutral	60	30%	78	31%	72	26%	49	19%	37	16%	55	16%
Disagree	6	3%	14	6%	14	5%	8	3%	7	3%	6	2%
Strongly Disagree	4	2%	1	0%	3	1%	5	2%	5	2%	2	1%
No response	3	1%	3	1%	2	1%	6	2%	2	1%	5	1%

During the Fall 2015 semester, user surveys were completed by 334 students. Of those, 79% of respondents indicated that they were able to develop a plan of action to choose a major/career as a result of meeting with a Career Specialist. **This outcome exceeds the overall student achievement and learning expectations outlined in K-State 2025>Student Life>ACIC>Goal I-E>70%.**

Outcome 2: Below you will find student responses to the survey question: "As a result of attending the Majors, Minors, and More Fair, did you learn more about majors, minors, and other academic programs that are available at K-State?"

	Fall 2010		Fall 2011		Fall 2012		Fall 2013		Fall 2014		Fall 2015	
Agree	188	92%	99	98%	240	92%	175	94%	188	90%	76	94%
Disagree	17	8%	2	2%	22	8%	10	5%	10	5%	4	5%

During the Fall 2015 semester, participant surveys were completed by 80 students. Of those, 94% of respondents indicated that they learned more about majors, minors, and other academic programs that are available at K-State as a result of attending the Majors, Minors, and More Fair. **This outcome falls short of the overall student achievement and learning expectations outlined in K-State 2025>Student Life>ACIC>Goal I-C>99%.**

Outcome 3: Below you will find mock interview assessment results gathered from EDCEP 120 students.

	Spring 2011		Spring 2012		Spring 2013		Spring 2014		Spring 2015	
Mean	19.47	81%	19.9	83%	20.12	84%	***	***	20.5	85%

Data could not be located for the Spring 2014 semester

During the Spring 2015 semester all students enrolled in EDCEP 120 (16) participated in a mock interview. Of those, the mean score was 20.5 or 85%. Scores ranged from low=15 and high=23. **This outcome exceeds the overall student achievement and learning expectations outlined in K-State 2025>Student Life>ACIC>Goal III-B>83%.**

Supplemental Documents

Attach relevant supplemental documents (excel tables, plans, etc.) when you upload the report.

C. Program Self Review

Staff Review of Annual Assessment Data and Process

Describe how program staff reviewed the assessment results and the process to decide on actions/revisions.

Results of outcome 1 were reviewed by the coordinator and discussed with ACIC peer career specialists at a staff meeting. No revision is needed in the training materials to address this outcome. However, it is important to understand that a plan of action takes time to develop and is different for each student.

Results of outcome 2 were reviewed by the Majors, Minors, and More Fair planning committee. Discussion is ongoing amongst planning committee members and we are entertaining approaches to enhance student achievement and learning expectations in 2016.

Results of outcome 3 were reviewed by the coordinator to consider changes and improvements to the instructional methods of EDCEP 120. Results will also be shared with ACIC staff during the spring 2016 semester.

Program Improvements

Briefly describe any program improvements resulting from the assessment process. These can be direct actions as a result of data, new insights or ways of thinking about assessment, and/or changes in the program's assessment processes.

Evidence indicates that consistent growth has taken place over time for Outcome 1 and Outcome 3. In part, this is attributed to ongoing training and development that coincides with an awareness of performance.

Future Plans

Briefly describe plans to improve the assessment process and/or student learning. Plans can be immediate or longer-term.

Discussion is taking place about the effectiveness of the feedback tool and rubric for the mock interview. There may be a more in-depth rubric available to better assist student learning and development of necessary interview skills.

Summary of this report as it is posted on your website

NA

Career and Employment Services
Assessment of Student Learning Plan – Division of Student Life
Kansas State University

A. Department and Submission Date

Academic Year: 2011-12
College: *Division of Student Life*
Department: *Career and Employment Services*
Submission Date: *October 7, 2011*

B. Contact Person(s) for the Assessment Plans

Kerri Day Keller, Director, kdkeller@ksu.edu

C. Departmental Mission Statement

The mission of K-State Career & Employment Services is to provide career advising, training, employment connections, and resources to K-State students, alumni, faculty, administration, employers and members of the community which the university serves.

D. Assessment of Student Learning Three-Year Plan

1. Student Learning Outcome(s)

a. List (or attach a list) all of the student learning outcomes for the department.

Students will be able to:

- *Make decisions about career options*
- *Create well-written resumes*
- *Communicate effectively in interviews*
- *Conduct a successful job search*
- *Develop skills and experience through internships*

b. Identify outcomes that will be assessed in the first year of the assessment plan.

[List at least 2-5 learning outcomes that will be assessed by the unit over the next year. Each unit will select which of its learning outcomes to assess.]

Outcome 1: Make decisions about career options

Outcome 2: Develop skills and experience through internships

Relationship to K-State Student Learning Outcomes (insert the program SLOs and check all that apply):

Program SLOs	University-wide SLOs (Undergraduate Programs)					Program SLO is conceptually different from university SLOs
	Knowledge	Critical Thinking	Communication	Diversity	Academic / Professional Integrity	
1. Make decisions about career options		x				
2. Develop skills and experience through internships	x				x	

2. How will the learning outcomes be assessed? What groups will be included in the assessment?

Outcome 1: Make decisions about career options

- Assessment Method: Career advising survey (indirect)
- Participants: All students who schedule advising appointments

Outcome 2: Develop skills and experience through internships

- Assessment Method: Career self-efficacy survey and employer feedback (direct)
- Participants: Students who are enrolled in LEAD 502: Internships for Career Development

3. When will these outcomes be assessed? When and in what format will the results of the assessment be discussed?

Outcome 1: Make decisions about career options

- Timetable: Data collected weekly throughout the academic year
- Forum: Online survey

Outcome 2: Develop skills and experience through internships

- Timetable: Data collected during Fall 2011 and Spring 2012
- Forum: Pre-test/post-test survey assessment and summative employer evaluation

4. What is the unit's process for using assessment results to improve student learning?

[Briefly describe your process for using assessment data to improve student learning.]

To design career services that meet student needs, identify staff training necessities, develop new strategies for managing workloads, assess student learning during internships and monitor quality of existing services so that they have a positive effect on student development.