Assessment Review/Update Form for Student Affairs  
(Complete after assessment)

<table>
<thead>
<tr>
<th>Department:</th>
<th>Dean of Students Office</th>
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<tbody>
<tr>
<td>Assessment Title:</td>
<td>Student Leadership Skills Proficiency Assessment for SF 2010-2011</td>
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<tr>
<td>SAAT Liaison:</td>
<td>Kathryn Weiser</td>
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</tbody>
</table>

**Overview & Response Rate:** Provide the methods used to administer the assessment and the timeline. Identify demographics of respondents; include the number mailed or interviewed and the number completed.

Advisors in the Dean of Students Office observed day to day interactions with student leaders and used a student leadership rubric to determine the student leaders’ level of leadership skills proficiency. The rubric includes potential observed skills at various levels of leadership. Advisors determined the level of proficiency based on observing student leaders demonstration of all skills in the appropriate proficiency level. Student Foundation Advisors observed five (5) student leaders during fall 2010 and four (4) during spring 2011 due to one student leader resigning their position at the beginning of the spring semester.

**Distribution:** List groups that will receive reports (oral or written) from this assessment. Include timeline for when presented.

The results will be reported to the Dean of Students staff.

**Summary of Findings:** Include executive summary, table and figures, if applicable. What did you learn?
In fall 2010 the SF leaders were evaluated and these leaders demonstrated their leadership skills proficiency was between the ORGANIZATION VETERAN and COORDINATOR levels. Forty percent of the student leaders were at the ORGANIZATION VETERAN level and the other sixty percent were at the COORDINATOR level. At these levels of leadership skills proficiency, all student leaders demonstrated at least the following skills:

- delegate
- network intentionally
- manage priorities

In spring 2011 the SF leaders were evaluated and their leadership skills proficiency was between VISIONARY and COORDINATOR levels, which range from the highest to the middle level of leadership proficiency. Twenty-five percent of the student leaders were at the VISIONARY level while another fifty percent were at the ORGANIZATIONAL VETERAN level totaling seventy-five percent of the student leaders that could demonstrate leadership skills proficiency at the top two levels. Twenty-five percent of the student leaders were at the COORDINATOR level. All student leaders demonstrated at least the following skills:

- delegate
- network intentionally
- manage priorities

Seventy-five percent of the student leaders in the top two levels of leadership skills proficiency in spring 2011 demonstrated more complex leadership skills such as the following:

- coach and be resource to others
- distinguish doing things right from doing the right thing
- good public speaking, writing, and presenting skills

<table>
<thead>
<tr>
<th>Leadership Skill Level</th>
<th>Fall 2010</th>
<th>Spring 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEMBER</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>VOLUNTEER/CONTRIBUTOR</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>COORDINATOR</td>
<td>3 (60%)</td>
<td>1 (25%)</td>
</tr>
<tr>
<td>ORGANIZATIONAL VETERAN</td>
<td>2 (40%)</td>
<td>2 (50%)</td>
</tr>
<tr>
<td>VISIONARY</td>
<td>0</td>
<td>1 (25%)</td>
</tr>
</tbody>
</table>

Link to Strategic Plan: List the strategic plan supported by this assessment. Specifically identify the results which relate to strategic initiative(s).

Not applicable at this time because many recent changes to the Dean of Students Office require incorporating leadership into the department strategic plan.

Link to Learning Outcomes: List the learning outcome supported by this assessment. Specifically identify the results which provide evidence of learning.

Student leaders, such as executive officers and committee chairs, in organizations advised by Dean of Students Office staff will be satisfied with advising services received and will be able to demonstrate effective leadership skills.

Recommendations/Action Plan: Describe specific actions or programmatic changes you will make resulting from this assessment. Include semester(s) of implementation and proposed follow up assessment.
• Introduce the Student Organization Leadership Rubric (the matrix) at Fall Semester Officer Orientation to assist with their development
• Have Executive Officers self-evaluate their leadership skills proficiency at the beginning of the fall semester, mid-year, and at the end of the year.
• Meet with Executive Officers at the beginning of the fall semester, mid-year, and end of year to discuss and set goals

Return completed form to VPSA Office, 980 J.C. Kellam, before the end of the semester in which the assessment was conducted.