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

Department: Dean of Students Office-Emergency Services
Assessment Title: Faculty Absence Notification
SAAT Liaison: Ms. Kathy Weiser

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.

RESPONSE: An electronic survey was e-mailed to all students who represented 79 entries requesting notification to faculty that they were experiencing an emergency or crisis which prevented them from attending class on specific days. The survey was attached to an e-mail which was sent to all entries on November 1, 2010. There were 6 responses for a response rate of 8%.

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

Response: Dr. Margarita Arellano-Dean of Students and Ms. Kathy Weiser-Assistant Dean of Students will be provided written reports were provided with written reports on May 20, 2011.
Summary of Findings: Include executive summary, table and figures, if applicable. What did you learn?

RESPONSE: Overall, students who utilized the system were very satisfied with it as a resource. For the fall 2010 semester there were a total of 79 entries into the system during the fall but there were only 6 responses to the assessment, for a response rate of 8%. Students were asked to respond to each question and use a scale from 1 through 4 as follows:
1= Strongly Agree  2=Agree    3=Disagree   4= Strongly Disagree

There were four questions included in the assessment:

1. Absence notification to faculty is a helpful service for students.
Response: 100% of the respondents either agreed or strongly agreed that the notification to faculty was a helpful service.

2. The service I received was helpful to me.
Response: 100% of the respondents either agreed or strongly agreed that the service they received was helpful to them.

3. The service I received assisted me to continue my academic progress.
Response: 83% of the respondents either agreed or strongly agreed that the service they received assisted them with continuing their education.

4. In the space below, please provide at least one resource students can use during an emergency.
Of the four respondents who answered question number 4 (66%), the Dean of Students Office was identified 2 (50%) times while the Student Health Center and e-mail each received 1 response for 25% respectively.

Assessment Results

Questions
1. Absence notification to faculty is a helpful service for students.
Strongly Agree  5    Agree   1    Disagree   0    Strongly Disagree   0

2. The service I received was helpful to me.
Strongly Agree  4    Agree   2    Disagree   0    Strongly Disagree   0

3. The service I received assisted me to continue my academic progress.
Strongly Agree  5    Agree   0    Disagree   0    Strongly Disagree   1

4. Please provide at least one university resource students can use during an emergency.
Dean of Students   2    Student Health Center   1    E-Mail   1

Raw Numbers and Percentages of Responses

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Recommendations/Action Plan:

Response: Technology did not allow for the automated system we had anticipated at the end of FY2010, therefore we relied on e-mail and the response was not good at all.

Plan: With the addition of Alcohol and Drug Compliance Services being added as a new component with the Dean of Students Office, we will utilize students who are completing community service hours to make phone contact, at least two times, for those students who do not respond to electronic requests for completion of the survey.

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