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

<table>
<thead>
<tr>
<th>Department:</th>
<th>Dean of Students Office-Emergency Services</th>
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<tbody>
<tr>
<td>Assessment Title:</td>
<td>Faculty Absence Notification</td>
</tr>
<tr>
<td>SAAT Liaison:</td>
<td>Ms. Kathy Weiser</td>
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**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 91 entries requesting notification to faculty that they were experiencing an emergency or crisis which prevented them from attending class on specific days. An electronic assessment was sent via the TRACS system was sent on April 12, 2011 and a reminder on April 18, 2011. There were 6 responses for a response rate of 7%.

**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 spring 2011 semester there were a total of 91 entries (students) into the system during the fall but there were only 6 responses to the assessment, for a response rate of 7%. Students were asked to respond to each question and use a scale from 1 through 5 with explanations as follows: 1= Strongly Agree  2=Agree  3=Undecided  4= Disagree  5=Strongly Disagree

There were four questions included in the assessment:

1. **Absence notification to faculty is a helpful service for students.**
   Response: 50 % (3) of the respondents either agreed or strongly agreed that the notification to faculty was a helpful service, while 33% (2) were undecided and 17% (1) disagreed.

2. **The service I received was helpful to me.**
   Response: 33 % of the respondents either agreed or strongly agreed that the service they received was helpful to them while 50% were undecided.

3. **The service I received assisted me to continue my academic progress.**
   Response: 33 % of the respondents either agreed or strongly agreed that the service they received was helpful to them while 50% were undecided and 17% strongly disagreed.

4. **In the space below, please provide at least one resource students can use during an emergency.**
   Of the two respondents who answered question number 4, one identified the Dean of Students Office as a resource and the other student identified the Emergency Alert Service (text) through the UPD.

**Assessment Results**

Questions
1. Absence notification to faculty is a helpful service for students.
   Strongly Agree  1  Agree  2  Undecided  2  Disagree  1  Strongly Disagree  0

2. The service I received was helpful to me.
   Strongly Agree  2  Agree  0  Undecided  3  Disagree  1  Strongly Disagree  0

3. The service I received assisted me to continue my academic progress.
   Strongly Agree  0  Agree  2  Undecided  3  Disagree  0  Strongly Disagree  1

4. Please provide at least one university resource students can use during an emergency.
   Dean of Students 1  UPD Text Alert 1

**Raw Numbers and Percentages of Responses**

<table>
<thead>
<tr>
<th>Questions</th>
<th>Total</th>
<th>Total</th>
<th>Total</th>
<th>Total</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td>Absence notification to faculty is a helpful service for students.</td>
<td>91</td>
<td>6</td>
<td>91</td>
<td>6</td>
<td>91</td>
</tr>
<tr>
<td>The service I received was helpful to me.</td>
<td>91</td>
<td>6</td>
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<td>Please provide at least one university resource students can use during an emergency.</td>
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<td>6</td>
<td>91</td>
<td>6</td>
<td>91</td>
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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 used an Intern to help create an assessment through TRACS, which took a significant amount of time and errors. A technical error occurred in the scale and “Undecided” was added as a response option, this option significantly impacted the responses.

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.