

Administrative Assessment Final Report 2022-2026 Cycle

Unit leaders should complete this form and submit it to their supervisor. Supervisors should then in turn submit approved forms to the Assessment Committee at adminassessment@potdam.edu.

Example Only: This document is provided as a sample to demonstrate how the form may be completed. All goals, data, and responses are fictional and are included for illustrative purposes only.

GOAL #1: (Copy/Paste from your original plan, which can be viewed on the [Administrative Assessment webpage](#))

Provide timely responses to ad-hoc institutional data requests submitted by campus offices.

1. Did you meet this goal?

- Yes
 No

2. Explain your answer above

a.) Include relevant information, data, and observations that support your response.

The Institutional Research office established a target of responding to at least 90% of ad-hoc data requests within five business days.

During the assessment cycle:

- 168 total requests were submitted to the office
- 155 requests were completed within five business days

This represents 92% of requests completed within the target timeframe, exceeding the goal.

Common requests included enrollment trends, program-level data, and student success metrics.

b.) Describe any contributing factors or challenges that affected your ability to fully meet or not meet your goal.

Requests that required longer response times generally involved:

- Complex data definitions that required validation
- Requests requiring coordination with other campus offices
- Requests involving multiple data sources

Despite these challenges, the office maintained a high rate of timely responses.

3. How have you used your assessment findings?

a. Reflect on specific actions, changes, or improvements that have already been made—or are underway—based on your assessment findings.

Reviewing data requests helped identify several reports that were frequently requested by multiple campus offices. As a result, the office began developing standardized versions of these reports.

b. Looking forward, what specific changes, if any, do you plan to implement in your future programs, services, or tasks?

Future improvements include:

- Expanding the number of standardized reports available to campus users
- Improving documentation explaining common institutional metrics
- Continuing to monitor response times to ensure service expectations are met

GOAL #2: (Copy/Paste from your original plan, which can be viewed on the [Administrative Assessment webpage](#))

Improve campus access to institutional data by developing a set of standardized interactive dashboards that provide commonly requested institutional metrics such as enrollment, retention, and graduation rates.

1. Did you meet this goal?

Yes

No

2. Explain your answer above

a.) Include relevant information, data, and observations that support your response.

The Institutional Research office set a goal to develop and launch five interactive dashboards during the assessment cycle to allow campus users to access commonly requested institutional data.

By the end of the assessment cycle, three dashboards were completed and made available to campus users:

- Enrollment Trends Dashboard
- Retention and Graduation Dashboard
- Admissions Funnel Dashboard

These dashboards have been actively used by campus stakeholders. Website analytics indicate that the dashboards were accessed approximately 1,180 times by about 85 unique campus users during the most recent academic year.

However, because the office launched three dashboards instead of the target of five, the goal was not fully met.

b.) Describe any contributing factors or challenges that affected your ability to fully meet or not meet your goal.

Several factors contributed to the goal not being fully achieved:

- Staff turnover within the Institutional Research office during the assessment cycle

- Time required to complete federal and state reporting requirements
- Additional time needed to validate data sources and ensure dashboards displayed accurate and consistent metrics

These factors slowed dashboard development but helped ensure the accuracy and reliability of the dashboards that were produced.

3. How have you used your assessment findings?

a. Reflect on specific actions, changes, or improvements that have already been made—or are underway—based on your assessment findings.

Feedback from campus users helped identify which dashboards were most valuable to departments and campus leadership. Based on this feedback, the office has begun:

- Improving dashboard navigation and filtering options
- Adding clearer definitions for commonly used institutional metrics
- Creating short user guides explaining how to interpret the dashboards

b. Looking forward, what specific changes, if any, do you plan to implement in your future programs, services, or tasks?

In the next assessment cycle, the Institutional Research office plans to:

- Develop additional dashboards focused on **student outcomes and program-level trends**
- Provide training sessions to help campus users interpret dashboard data

Continue monitoring dashboard usage to help prioritize future development

GOAL #3: (Copy/Paste from your original plan, which can be viewed on the [Administrative Assessment webpage](#))

Improve campus understanding of institutional data by offering training sessions on how to interpret key institutional metrics and reports.

1. Did you meet this goal?

- Yes
 No

2. Explain your answer above

a.) Include relevant information, data, and observations that support your response.

The Institutional Research office aimed to provide at least two training sessions per academic year to help faculty and staff better understand institutional data reports.

During the assessment cycle, the office conducted nine training sessions covering topics such as:

- Understanding enrollment and retention reports
- Interpreting graduation rate data
- Using institutional dashboards

Total attendance across these sessions was approximately 110 faculty and staff members.

Post-session surveys indicated that 94% of participants reported increased confidence in interpreting institutional data reports.

b.) Describe any contributing factors or challenges that affected your ability to fully meet or not meet your goal.

Attendance varied depending on academic scheduling and competing campus priorities. Offering both in-person and virtual sessions helped increase participation.

3. How have you used your assessment findings?

a. Reflect on specific actions, changes, or improvements that have already been made—or are underway—based on your assessment findings.

Participant feedback indicated a need for clearer explanations of institutional metrics and data definitions. In response, the office developed additional documentation and report guides to support campus users.

b. Looking forward, what specific changes, if any, do you plan to implement in your future programs, services, or tasks?

The office plans to:

- Continue offering training sessions on institutional data reports
- Develop short instructional guides explaining commonly used metrics
- Expand training related to institutional dashboards and self-service data tools