2017-2018 Assessment Cycle VPE_Scholarship Office

Mission (due 12/4/17)

University Mission

The University of Louisiana at Lafayette offers an exceptional education informed by diverse worldviews grounded in tradition, heritage, and culture. We develop leaders and innovators who advance knowledge, cultivate aesthetic sensibility, and improve the human condition.

University Values

We strive to create a community of leaders and innovators in an environment that fosters a desire to advance and disseminate knowledge. We support the mission of the university by actualizing our core values of equity, integrity, intellectual curiosity, creativity, tradition, transparency, respect, collaboration, pluralism, and sustainability.

University Vision

We strive to be included in the top 25% of our peer institutions by 2020, improving our national and international status and recognition.

College / VP and Program / Department Mission

Mission of College or VP-area
Provide the mission for the College or VP-area in the space provided. If none is available, write "None Available in 2017-2018."
The Division of Enrollment Management at the University of Louisiana at Lafayette provides campus leadership in delivering high quality, student-centered services and support to facilitate the recruitment, transition, retention, education, and timely graduation of a highly qualified, diverse student population. We utilize the principles of Strategic Enrollment Management, in collaboration with campus and community constituents, to make data and research driven decisions.

Mission of Program / Department
Provide the program / department mission in the space provided. The mission statement should concisely define the purpose, functions, and key constituents. If none is available, write "None Available in 2017-2018."
he Scholarship Office will provide quality service to prospective students, their parents, guidance counselors and scholarship donors through scholarship opportunities that support the overall mission of the Division of Enrollment Management. We will support that division by helping to recruit and retain excellent students as well as provide assistance to students in the transition to the University.

Attachment (optional)
Upload any documents which support the program / department assessment process.

Assessment Plan (due 12/4/17)

Assessment Plan (Goals / Objectives, Assessment Measures and Criteria for Success)

Assessment List

Goal/Objective	Foundation & University Advancement Relations(Imported)
Legends	OO - Outcome/Objective (administrative units);

Standards/Outcomes		
	Identifier	**Description**
	Student SI.Student SI 1	Recruit, retain, and graduate outstanding students (undergraduate and graduate; traditional and nontraditional; transfer and returning adults).
	Student SI.Student SI 1.KPI 1	Implement and sustain student support to retain and graduate students.
	Student SI.Student SI 1.KPI 2	Expand recruitment of high-potential undergraduate and graduate students, which embraces diversity and enhances the university

Assessment Measures			
	Assessment Measure	**Criterion**	**Attachments**
	Indirect - Satisfaction		

Goal/Objective	Scholarship Awards/Processes(Imported)
Legends	OO - Outcome/Objective (administrative units);

Standards/Outcomes		
	Identifier	**Description**
	Student SI.Student SI 1	Recruit, retain, and graduate outstanding students (undergraduate and graduate; traditional and nontraditional; transfer and returning adults).
	Student SI.Student SI 1.KPI 1	Implement and sustain student support to retain and graduate students.
	Student SI.Student SI 1.KPI 2	Expand recruitment of high-potential undergraduate and graduate students, which embraces diversity and enhances the university

Assessment Measures			
	Assessment Measure	**Criterion**	**Attachments**
	Indirect - Analysis of Office Procedures (Other)	refine processes and use of reporting features within Banner.	

Goal/Objective	Foundation Scholarship Award Rate(Imported)
Legends	OO - Outcome/Objective (administrative units);
Standards/Outcomes	

Identifier	Description
Student SI.Student SI 1	Recruit, retain, and graduate outstanding students (undergraduate and graduate; traditional and nontraditional; transfer and returning adults).
Student SI.Student SI 1.KPI 1	Implement and sustain student support to retain and graduate students.
Student SI.Student SI 1.KPI 2	Expand recruitment of high-potential undergraduate and graduate students, which embraces diversity and enhances the university

Assessment Measures	

Assessment Measure	Criterion	Attachments
Indirect - Benchmarking	Analysis of award rate - working toward 100%	

Goal/Objective	Scholarship Yield - University Funded Scholarships(Imported)
Legends	OO - Outcome/Objective (administrative units);
Standards/Outcomes	

Identifier	Description
Student SI.Student SI 1	Recruit, retain, and graduate outstanding students (undergraduate and graduate; traditional and nontraditional; transfer and returning adults).
Student SI.Student SI 1.KPI 1	Implement and sustain student support to retain and graduate students.
Student SI.Student SI 1.KPI 2	Expand recruitment of high-potential undergraduate and graduate students, which embraces diversity and enhances the university

Assessment Measures	

Assessment Measure	Criterion	Attachments
Indirect - Benchmarking	Annual review of award and yield rates for all scholarships.	

Program / Department Assessment Narrative

The primary purpose of assessment is to use data to inform decisions and improve programs (student learning) and departments (operations); this is an on-going process of defining goals and expectations, collecting results, analyzing data, comparing current and past results and initiatives, and making decisions based on these reflections. In the space below, describe the program's or department's overall plan for improving student learning and/or operations (the "assessment plan"). Consider the following:
1) What strategies exist to assess the outcomes?
2) What does the program/department expect to achieve with the goals and objectives identified above?
3) How might prior or current initiatives (improvements) influence the anticipated outcomes this year?
4) What is the plan for using data to improve student learning and/or operations?
5) How will data be shared within the Program/Department (and, where appropriate, the College/VP-area)?

Assessment Process

The goals and objectives outlined were established with the intent to provide quality service (scholarships) to the greatest number of students. The Banner implementation has allowed us to reach more students but has changed our office procedures and greatly increased the amount of work in our unit. In addition to maintaining internal records, our office is now responsible for entering all scholarships(except for Athletics scholarships) on student accounts in Banner and reconciling them across campus units throughout the semester. We are in the process of analyzing the numbers of transactions handled and how to best adapt to these changes. Data will be shared with our VP.

Results & Improvements (due 9/15/18)

Results and Improvement Narratives

Assessment List Findings for the Assessment Measure level for Foundation & University Advancement Relations(Imported)

Goal/Objective	Foundation & University Advancement Relations(Imported)		
Legends	OO - Outcome/Objective (administrative units);		
Standards/Outcomes			
	Identifier	**Description**	
	Student SI.Student SI 1	Recruit, retain, and graduate outstanding students (undergraduate and graduate; traditional and nontraditional; transfer and returning adults).	
	Student SI.Student SI 1.KPI 1	Implement and sustain student support to retain and graduate students.	
	Student SI.Student SI 1.KPI 2	Expand recruitment of high-potential undergraduate and graduate students, which embraces diversity and enhances the university	
Assessment Measures			
	Assessment Measure	**Criterion**	

	Indirect - Satisfaction				

Assessment Findings						
	Assessment Measure	**Criterion**	**Summary**	**Attachments of the Assessments**	**Improvement Narratives**	
	Indirect - Satisfaction	No data has been entered.	The office worked with University Advancement and the Graduate School on creating and facilitating the award of 16 new BORSF Superior Graduate Student Scholarships. Increasing the award rate of Foundation scholarships is an ongoing priority, including BORSF Undergraduate Scholarships for Pell Eligible students.		- Assessment Process: Continuous monitoring: Communication with University Advancement/Foundation staff along with University faculty is key to success.	

Assessment List Findings for the Assessment Measure level for Scholarship Awards/Processes(Imported)

Goal/Objective	Scholarship Awards/Processes(Imported)	
Legends	OO - Outcome/Objective (administrative units);	
Standards/Outcomes		
	Identifier	**Description**
	Student SI.Student SI 1	Recruit, retain, and graduate outstanding students (undergraduate and graduate; traditional and nontraditional; transfer and returning adults).
	Student SI.Student SI 1.KPI 1	Implement and sustain student support to retain and graduate students.
	Student SI.Student SI 1.KPI 2	Expand recruitment of high-potential undergraduate and graduate students, which embraces diversity and enhances the university

Assessment Measures		
	Assessment Measure	**Criterion**
	Indirect - Analysis of Office Procedures (Other)	refine processes and use of reporting features within Banner.

Assessment Findings					
	Assessment Measure	**Criterion**	**Summary**	**Attachments of the Assessments**	**Improvement Narratives**
	Indirect - Analysis of Office Procedures (Other)	Has the criterion refine processes and use of reporting features within Banner. been met yet?	The awards process is continually refined based upon the volume of admissions acceptances.		- Assessment Process: Continuous monitoring: Upgrades to Banner 9 improved the efficiency of retrieving date on awards.

Assessment List Findings for the Assessment Measure level for Foundation Scholarship Award Rate(Imported)

Goal/Objective	Foundation Scholarship Award Rate(Imported)	
Legends	OO - Outcome/Objective (administrative units);	
Standards/Outcomes		
	Identifier	**Description**
	Student SI.Student SI 1	Recruit, retain, and graduate outstanding students (undergraduate and graduate; traditional and nontraditional; transfer and returning adults).
	Student SI.Student SI 1.KPI 1	Implement and sustain student support to retain and graduate students.
	Student SI.Student SI 1.KPI 2	Expand recruitment of high-potential undergraduate and graduate students, which embraces diversity and enhances the university

Assessment Measures		
	Assessment Measure	**Criterion**
	Indirect - Benchmarking	Analysis of award rate - working toward 100%

Assessment Findings	

Assessment Measure	Criterion	Summary	Attachments of the Assessments	Improvement Narratives
Indirect - Benchmarking	Has the criterion Analysis of award rate - working toward 100% been met yet?	The award rate for foundation scholarships is monitored throughout the year. The award for 1718 was 78%.		- Assessment Process: Continuous monitoring:

Assessment List Findings for the Assessment Measure level for Scholarship Yield - University Funded Scholarships(Imported)

Goal/Objective	Scholarship Yield - University Funded Scholarships(Imported)
Legends	OO - Outcome/Objective (administrative units);
Standards/Outcomes	
Assessment Measures	
Assessment Findings	

Standards/Outcomes:

Identifier	Description
Student SI.Student SI 1	Recruit, retain, and graduate outstanding students (undergraduate and graduate; traditional and nontraditional; transfer and returning adults).
Student SI.Student SI 1.KPI 1	Implement and sustain student support to retain and graduate students.
Student SI.Student SI 1.KPI 2	Expand recruitment of high-potential undergraduate and graduate students, which embraces diversity and enhances the university

Assessment Measures:

Assessment Measure	Criterion
Indirect - Benchmarking	Annual review of award and yield rates for all scholarships.

Assessment Findings:

Assessment Measure	Criterion	Summary	Attachments of the Assessments	Improvement Narratives
Indirect - Benchmarking	Has the criterion Annual review of award and yield rates for all scholarships.	The office works closely with admissions personnel to identify scholarship eligible transfer students upon their admission to the		- Assessment Process: Continuous monitoring: Processes withing the Banner framework are

		been met yet?	university. The staff counsels prospective students concerning the Louisiana Legacy Program and Legacy scholarships for out of state students considering the University. Scholarship offers are made on a rolling basis upon students' admission to the University to help in their decision making.		continually monitored for efficiency and effective use of data in reporting.

Reflection (Due 9/15/18)

Reflection

The primary purpose of assessment is to use data to inform decisions and improve programs and operations; this is an on-going process of defining goals and expectations, collecting results, analyzing data, comparing current and past results and initiatives, and making decisions based on these reflections. Recalling this purpose, respond to the questions below.

1) How were assessment results shared in the program / department?
Please select all that apply. If "other", please use the text box to elaborate.
Distributed via email
Presented formally at staff / department / committee meetings
Discussed informally (selected)
Other (explain in text box below)

2) How frequently were assessment results shared?

Frequently (>4 times per cycle) (selected)
Periodically (2-4 times per cycle)
Once per cycle
Results were not shared this cycle

3) With whom were assessment results shared?
Please select all that apply.
Department Head (selected)

Dean / Asst. or Assoc. Dean (selected)
Departmental assessment committee (selected)
Other faculty / staff (selected)

4) Consider the impact of prior applied changes. Specifically, compare current results to previous results to evaluate the impact of a previously reported change. Demonstrate how the use of results improved student learning and/or operations.

Use of the Banner operating system facilitates the offer of scholarships in a much more timely manner. Awards are posted to students account more efficiently, giving students information they can use in determining education costs.

5) Over the past three assessment cycles, what has been the overall impact of "closing the loop"? Provide examples of improvements in student learning, program quality, or department operations that are directly linked to assessment data and follow-up analysis.

In terms of scholarship award rates, "closing the loop" has made the office more aware of the awards process and the need to communicate with faculty and the foundation throughout the year. The award rate for foundation scholarships has increased as a result of this awareness. It is an ongoing process, as new scholarship funds are created each year.

Attachments (optional)
Upload any documents which support the program / department assessment process.