

The Assessment Committee  
Student Affairs  
Valdosta State University

April, 14, 2003

Dear Department Head:

You may recall that members of the Assessment Committee spoke with you, as Department Head, at a Leadership Team meeting on March 19. Our purpose then was to enlist your commitment to doing assessment. We described the benefits of developing an assessment process by addressing the question: "Assessment: What's In It For You?" and presented a Comprehensive Model of Assessment for Student Affairs. We hope that we succeeded in enlisting your help. But if you have any questions, or if you were not at that particular meeting, please contact us and we will be happy to answer any questions or meet with you.

Now the Committee needs to inventory the different assessment processes within the Division to develop an understanding of our current state of assessment practice.

The attached questionnaire is being sent to all departments within Student Affairs. It asks you to describe how you assess your programs, services and/or facilities. Specifically, the committee needs to know what you assess, how you assess, and what you do with your assessment results. The form is presented as a rough guideline to developing this information. So feel free to expand, adapt it, to use extra space, or to do whatever is necessary to provide us with any information you believe would be helpful.

Please attach copies of documents and examples as needed.

Your information is critical, so please contact us if you have any questions. We would really appreciate your returning this to the Committee by June 30, 2003.

Thank You.

The Assessment Committee  
Russ Mast, Co-chair  
John Grotgen, Co-chair