

**SUMMARY OF RESEARCH CONDUCTED TO EVALUATE A
CO-CURRICULAR PROGRAM OR SERVICE UNIT
TO DIRECTOR OF ASSESSMENT BY APRIL 2010**

University staff and faculty are engaging in a diverse range of research activities for the purposes of evaluating the impact of non-academic programs. This is wonderful, as there are tremendous benefits associated with gathering and analyzing data to identify ways a program or service can be improved. Evaluation research provides program managers and other decision-makers with information they need to more effectively allocate resources. Evaluation of service units and co-curricular programs is a central component of an effective, institution-wide assessment and evaluation program.

WASC, one of the university's accrediting bodies, has recently emphasized the need for institutions to engage in evaluation of non-academic programs to ensure they are effective. It is to the university's benefit to ensure that during its Educational Effectiveness Review, the WASC Visiting Team sees evidence of the useful research that has been undertaken by staff.

For us to be able to make claims about the number and types of research projects that have been conducted, it is necessary to have documentation of each study in a standardized format. Please complete a template for any research performed during the last five years. Please provide a summary even if the research was not rigorous or comprehensive. The template takes very little time to complete. Submit a separate template for each research project.

It is appropriate to use this template to document survey research projects involving students or faculty (e.g., the Career and Internship Services Survey, the Law School Survey of Student Engagement, the Faculty Development Survey, etc.). This form can be completed to summarize any study that is not assessment of student learning for an academic program.

Please email completed templates to [Director of Assessment] at [email address]. It would be enormously helpful if templates were submitted by the end of April 2010.

SUMMARY OF RESEARCH CONDUCTED TO EVALUATE A CO-CURRICULAR PROGRAM OR SERVICE UNIT						
Title of Study						
Purpose of Research						
Month/Year Research Concluded						
Methods Used (Place an "X" In the appropriate box.)	Online or Hardcopy Survey	Focus Group(s)	Individual Interviews	Database/ Automated Collection ¹	Secondary Data Analysis ²	Other
From whom data were gathered, month and year of collection, and number of respondents/ participants. If a survey was administered, please provide the response rate.						
Primary Research Findings						
How the research is being used/was used to improve the program or policy. If the research was used to influence budgeting or resource allocation, please describe.						
Primary researcher(s) contact information	Point of Contact: Email: Office/Department:					

¹ Some software systems automatically gather data from users about their experiences, satisfaction, etc. If data were gathered as the user interacted with an online system or computer program, check this box.

² Secondary data analysis is the analysis of existing data that were collected for a different purpose. If you performed analyses with data that were gathered for a different study, or created a database by extracting information from paper files, etc., check this box.