**ANNUAL ASSESSMENT OF SLOS/SOS IN AES UNITS**

# Unit Name\_ Financial Aid Assessment Period\_Fall 2013-Spring 2014

Unit Type: Administrative Support X\_ Educational Support

Community Outreach\_

Applicable Institutional Goals: 1. Student Success, 3. Access and Affordability, 5. Communication

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| **Student Learning**  **Outcome (SLO)/Support Outcome (SO)** (One per year) | **Method of Assessment**  Describe what method will be used to conduct the assessment. Direct methods reflect either evaluation of learning or unit processes while indirect methods reflect either perceptions of learning or perceptions of unit processes. | **Data Collection Plan**  (Describe how data will  be collected and analyzed) | **Criteria for Success** (What  metric will be used to evaluate success – i.e. 90% will, 80% improvement, etc.) | **Analysis of Results**  What were the final results of the analysis? Make sure to address whether or not the criteria for success was met | **Discussion and Conclusions**  Describe what conclusions were reached based on the analysis of results. Detail how conclusions were reached and include any meeting minutes |
| Student Services Divisional Goal:  To provide efficient and effective support and services to internal and external constituents.  Outcome:  The Division will  provide accuracy in their information. | Direct (Examples in the SCCC Assessment Manual)  The Financial Aid Functional work group will collect, archive, review, and edit the electronic images  and messaging gathered from  and available on the College’s  homepage. | Direct  The Financial Aid Functional Workgroup will:   1. Collect pertinent pages and information relevant to the Financial Aid area. 2. Will review all pertinent information for accuracy. 3. Will edit and correct all pertinent pages both on a hard copy and on the College’s website. 4. Will submit new pages updated electronic images and messaging on the College’s | Direct   1. 100% of Financial Aid   work groups will participate in the review of their areas information on the College’s website.   1. 75% of the links and information on Financial Aid web site will be accurate. | Direct |  |

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|  |  | homepage to the Council for archives. |  |  |  |
| Indirect (Examples in the  SCCC Assessment Manual) | Indirect | Indirect | Indirect |
| What is your proposed action plan to address the findings and unit discussion for next year? Consider what activity(ies) will the unit engage in to address issues. Budget implications of the action plan (only answer if yes):   * Reallocation of resources (staffing, adjustment or responsibilities, budget line adjustments, etc.): * Request for new resources (make sure to link the request to institutional goals and, if applicable, MIOs): | | | | | |