Retention of Assessment Records

June 21, 2018

Amanda Thomas and Tara Pearson – Institutional Effectiveness and Assessment
Where is this coming from?
UWG Policy and Procedure

• Policy 8.4, Records & Information Management
  • Signed January 2018
  • Records & Information Management Program
  • Adopted USG Records Retention Schedules

• Procedure 1.4.1, Assessment
  • Revised April 2018
Accreditation Records

Number: 0472-02-001

Description: This series documents the accreditation process for the colleges, units, and related programs. The series provides a record of materials compiled for inclusion in a report packet sent to the appropriate accreditation board for the specific program or service and usually includes statements on mission, finance, and educational programs, departments, and divisions composition. This series may include but is not limited to: self-evaluation reports; final reports sent to accreditation organization; statistical data; working papers; and accreditation organization evaluation reports.

Retention: Self-evaluation reports, final accreditation reports, and accreditation organization evaluation reports: PERMANENT; Other accreditation records: 2 accreditation cycles.

Source: https://www.usg.edu/records_management/schedules/
Office of Record (Record Holder)

• The unit, department, or division designated as having responsibility for retention and timely destruction of particular types of University records and is assigned to the unit’s administrator or a designee.
<table>
<thead>
<tr>
<th>Goal (Outcome)</th>
<th>SP connection</th>
<th>Measure/Method</th>
<th>Success Criterion</th>
<th>FY14</th>
<th>FY15</th>
<th>FY16</th>
<th>FY17</th>
<th>Interpretation &amp; Use of Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase service delivery to stakeholders</td>
<td>3 &amp; 4</td>
<td>Google Analytics Report</td>
<td>Increase in unique page views and general website traffic. (First year is to gather baseline data)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>The data was brought to all IEA staff and discussed. Unique page views are likely skewed due to a change to the UWG website. The IEA website was one of the last pages to be changed over in the transition. During this transition, web and tech services were having to visit our site quite often for maintenance and other various IT related issues. We plan to look at unique page views again next year to try and grasp a better idea of our actual web traffic. Looking at other attributes of our web traffic, it was noted that for both years the Fact Book page and the page for Retention/Graduation Rates were our most frequently visited pages. Records Information Management (RIM) dropped from 15-16 to 16-17, while Assessment and Open Records increased in the total number of page views. We attribute some of the increase in page views to the people responsible for those areas being more visible on campus and advertising the resources on the website. RIM plans to do a lunch &amp; learn for the campus, and Assessment will create and update available resources on the website to help increase web traffic. RIM will work to have official RIM Policy approved and posted to the UWG website. Lunch and learns will also be developed to increase RIM awareness. Assessment will create and update available resources online. Data and Institutional Research will continue to invite people to the web version of the Fact Book and other data available on the website. We also plan to hold a Focus Group on campus to receive feedback on what people on campus want to see available on our website. These will be moderated by a non-IEA member to ensure people are comfortable with answering questions.</td>
</tr>
</tbody>
</table>

**Increase page views and general website traffic.**
First year is to gather baseline data.

### FY14

*7/1/16 – 6/30/16*

*Unique page views = 1,037*

### FY15

*7/1/16 – 6/30/17*

*Unique page views = 1,349*
SACSCOC Records

Office of Institutional Effectiveness & Assessment

• PERMANENT Office of Record for:
  
• Self-evaluation reports
  
  • Annual Assessment Reports

• Final accreditation reports
  
  • 5th Year Interim Report
  
  • 10 Year Reaffirmation Report

• Accreditation organization evaluation reports
  
  • SACSCOC Profile Reports
SACSCOC Records

All Departments / Units

- Office of Record for:
  - Supporting Evidence, i.e.
    - Raw and summarized data
    - Survey instrument and summary results
    - Engage West scores
    - Self-evaluation / Audit findings
    - Official counts

- Keep for 2 accreditation cycles = 20 years
The staff of the University of West Georgia Police Department is committed to supporting the mission of the University of West Georgia through innovative methods in crime detection and prevention so that the students, faculty and staff of the university community can thrive and succeed.

<table>
<thead>
<tr>
<th>Goal #</th>
<th>Goal (Outcome)</th>
<th>SP connection</th>
<th>Measure/Method</th>
<th>Success Criterion FY13 FY14 FY15 FY16 FY17</th>
<th>Justification of Success Criteria</th>
<th>Interpretation &amp; Use of Results Improvement Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Create a safe campus environment</td>
<td>SI1-D.3</td>
<td>Reported part 1 crimes against Persons using FY12 as a baseline. Person crimes involve such major crimes as homicide, sexual assault, robbery, and unlawful attack.</td>
<td>10 16 18 29</td>
<td>This data is filed on a monthly basis to federal and state authorities. FY12 was selected as the success criteria in order to establish a benchmark for this assessment.</td>
<td>The crimes that are reported on institutional property may involve students, faculty, staff, guests, or persons with no university connection just driving through campus. All crimes are evaluated and reviewed for future preventative methods.</td>
</tr>
<tr>
<td></td>
<td>SI1-D.3</td>
<td>Reported part 1 property crimes using FY12 as a baseline. Property crimes involve such crimes as burglary, larceny, auto theft and arson.</td>
<td>The success criterion is based on the FY12 benchmark of 204 reported crimes against property on campus. This is measured from Uniform Crime Report (UCR) that is based on State and FBI requirement.</td>
<td>256 155 164 52</td>
<td>This data is filed on a monthly basis to federal and state authorities. FY12 was selected as the success criteria in order to establish a benchmark for this assessment.</td>
<td>The crimes that are reported on institutional property may involve students, faculty, staff, guests, or persons with no university connection just driving through campus. All crimes are evaluated and reviewed for future preventative methods.</td>
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<tr>
<td>2</td>
<td>Increase employee engagement/satisfaction within Division</td>
<td>SI-4.A</td>
<td>Engage West Survey Results</td>
<td>Engage West category mean of 4.0</td>
<td>An average value of ‘4’ represents the midpoint of the distribution of possible positive ratings.</td>
<td>UWG outsourced the inaugural survey in 2014 that was traditionally administered to the health-care industry. In 2015, UWG developed its own survey and outsourced the compilation of results.</td>
</tr>
<tr>
<td>3</td>
<td>Increase hiring efficiency</td>
<td>SI3-B, SI4-A</td>
<td>Reduce the number of days from job posting until hire date using FY 12 as a baseline</td>
<td>180 Days</td>
<td>This measurement is based from data from UWG/HR PeopleSoft database from posting to start date.</td>
<td>UWG/HR PeopleSoft database is the sole source clearinghouse for HR hiring data for all hiring at UWG.</td>
</tr>
</tbody>
</table>

10/22/2018
Specialized Accreditation Records
Specialized Accreditation Records

All Departments / Units with specialized accreditation

• PERMANENT Office of Record for:
  • Self-evaluation reports
  • Final accreditation reports
  • Accreditation organization evaluation reports
Specialized Accreditation Records

All Departments / Units with specialized accreditation

• Office of Record for:
  • Supporting Evidence
    • Raw and summarized data
    • Survey instrument and summary results
    • Engage West scores
    • Self-evaluation / Audit findings
    • Official counts

• Keep for 2 accreditation cycles
Do I have to keep ALL of it?

…it depends
### What kind of data do you have?

<table>
<thead>
<tr>
<th>Paper</th>
<th>Electronic</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Evaluations</td>
<td>• Qualtrics survey results</td>
</tr>
<tr>
<td>• Surveys / Questionnaires</td>
<td>• Spreadsheets</td>
</tr>
<tr>
<td>• Sign-in sheets</td>
<td>• Reports – <em>i.e. audits, external reports, ARGOS reports</em></td>
</tr>
<tr>
<td>• Forms – <em>i.e. residence life room check</em></td>
<td>• Counts</td>
</tr>
<tr>
<td>• Reports</td>
<td>• Engage West! Results</td>
</tr>
<tr>
<td>• Exams / Essays</td>
<td>• Exams / Essays</td>
</tr>
<tr>
<td>• Blue Books</td>
<td></td>
</tr>
</tbody>
</table>
To sample or Not to sample: 20/20 Rule

In which format is your data collected?

- **Paper**
  - Do you have more than 20 responses? Yes
    - Keep 20% of Total Population as your sample.
  - Do not sample.
- **Electronic**
  - Do not sample.

Sample should be representative of the data.
Sampling Example – Paper Essays

For Assessment…
- 4 course sections with 25 students each
  - =100 total essays
- 100 essays scored to provide aggregate data point for annual assessment report.

For Records Retention…
- 20% of 100 essays retained for record of the assessment data.
  - = 20 total essays
    - 5 essays from each course section
Sampling Example – Paper Surveys

For Assessment…
• 100 paper satisfaction surveys
• 100 surveys reviewed to provide data point for annual assessment report.

For Records Retention…
• 20% of 100 surveys retained for record of the assessment data.
  • = 20 total surveys
    • Representative of the responses
How do we store everything?
• After records are organized in a searchable and retrievable manner, ALL accreditation evidence and supporting documentation must be deposited with the Department / Unit head.

• The Department / Unit head must maintain the records over the course of the retention period.
What is searchable and retrievable?

• Upon request, you should be able to easily retrieve specific records.
  • Indexed and labeled to include but limited to, accrediting body, year, course number, course section, report title, etc.

• BE ORGANIZED!
• After records are organized in a searchable and retrievable manner, ALL accreditation evidence and supporting documentation must be deposited with the Department / Unit head.

• The Department / Unit head must maintain the records over the course of the retention period.
What is the retention period?

- SACSCOC Assessment = 20 years
- Specialized Accreditation Assessment = 2 accreditation cycles

- Non-assessment related = *refer to USG retention schedules*

https://www.usg.edu/records_management/schedules/
Storage Recommendations

Paper
• Boxes – files and boxes must be clearly indexed and labeled
  • *Do NOT use Xerox paper boxes. Use letter size banker’s boxes.

Electronic
• UWG Department shared drive (non-Google drive) with limited access
Recap…
SACSCOC Records

Office of Institutional Effectiveness and Assessment

- Self-evaluation reports
- Final accreditation reports
- Accreditation organization evaluation reports

All units

- Measurement Tools
- Data

PERMANENT

2 accreditation cycles
(1 SACSCOC accreditation cycle is 10 years.)
Specialized Accreditation Records

Office of Institutional Effectiveness and Assessment

• Not Applicable

All units

• Self-evaluation reports
• Final accreditation reports
• Accreditation organization evaluation reports

PERMANENT

• Other accreditation records

2 accreditation cycles
Storage of Records

• With the Department / Unit head
• Searchable and retrievable
• Organized
• Properly labeled / named
Contact Us

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