

## Administrative Unit Outcomes Retreat Survey

Catherine Parker, M.A., Daylene M. Meuschke, Ed.D. and Barry C. Gribbons, Ph.D.

The Office of Institutional Development and Technology examined how departments are utilizing the information learned at a Management Advisory Committee (MAC) Administrative Unit Outcomes (AUO) retreat on November 6, 2013. Surveys were distributed via SurveyMonkey.com to MAC the week of November 18, 2013 with a reminder email on November 26, 2013. Of the 94 surveys distributed, 21 surveys were completed, resulting in a response rate of 22 percent. The survey intended to answer the following questions:

- 1.) Did one or more individuals from a department attend the AUO retreat?
- 2.) If one or more individuals from a department attended the AUO retreat, what changes will the department make as a result of participating in the retreat?
- 3.) If one or more individuals from a department attended the AUO retreat, what changes will the department make to its AUO process?
- 4.) If one or more individuals from a department attended the AUO retreat, what additional information or assistance is needed for its AUOs?

Results from this survey are intended to help inform planning and the degree to which AUO retreat outcomes were achieved.

**Department Changes to AUOs:** Respondents provided comments indicating changes in which their department made to its AUOs as a result of participating in the retreat that were grouped into the following categories: no changes (5 respondents), refining AUOs (4 respondents), adding AUOs (2 respondents), received feedback, discovered issue with current AUOs, new department focus, and adding training and outcomes (1 respondent, each). Sample comments by category were as follows:

- *Refining AUOs*
  - “I am beginning to refine AUO's & Objectives”
  - “Updated the ‘use of results’ description to be more clear”
  - “More complete description with achievable outcome”
- *Adding AUOs*
  - “Changes we will make - There are some additional AUO's that have been identified and will be added.”
  - “I added two additional AUOs.”
- *Received feedback*
  - “Received feedback on suggested changes to AUOs for UC”
- *Discovered issue with current AUO*
  - “...we discovered an issue with the department AUOs not displaying, so that was good.”

- *New department focus*
  - “In the past we have focused on staff training and the benefits received from the training. As a result of the AUO workshop, we will be switching our focus on the efficiency and improvement of our processes.”
- *Adding training and outcomes*
  - “We will add our training and outcomes.”

**Department Changes in AUO Process:** Respondents provided comments indicating changes in which their department made to its AUO process that were grouped into the following categories: no changes/NA (5 respondents), use of data (2 respondents), changes to use of results, use of outreach coordinator, new considerations, expand AUOs, refine AUOs, and more dialogue on AUO process (1 respondent, each). Sample comments by category were as follows:

- *Use of data*
  - “I discovered that we should be putting data in the categories.”
  - “Will review some new data sources.”
- *Changes to use of results*
  - “Our ‘use of results’ column previously indicated how we plan to use the results. Apparently, it should instead indicate how the results were used. This will be updated in the next cycle appropriately.”
- *Expand AUOs*
  - “Existing AUO's are not overarching enough. Change to 3 overarching AUO's will be necessary.”
- *More dialogue on AUO process*
  - “Presented AUO materials to staff and agreed to calendar discussion of the assessments on a regular basis.”

**Additional Information or Assistance:** Respondents provided comments indicating additional information or assistance in which their department needs for its AUOs that were grouped into the following categories: none (4 respondents) and data (2 respondents). Sample comments by category were as follows:

- *Data*
  - “I think all we'll need is an update on data for alternative delivery formats. But I know we're meeting soon, so I think we're on track for that.”
  - “Additional data--always helpful.”

***Recommendations:***

- Use results to inform planning for future AUO workshops and training.

For more detailed information on this research brief, stop by the Institutional Research office located in BONH-224, or call Daylene Meuschke, Dean of Institutional Research at 661.362.5329.