**Assessment Planning Template**
*(Planning Stage of Assessment)*

Name: Denise Nakaoka, Mel Spencer (Director), Tom Benjamin, Niki Libarios, Karen Wilson

Program Name: Office of Student Academic Services

Unit: College of Education, UHM

UH User Name: nakaoka@hawaii.edu

Phone: 956-4274

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**I. Program goals and mission statement are as follows:**

**OSAS Mission Statement**

The Office of Student Academic Services (OSAS) believes that academic advising is a developmental teaching process to assist students to clarify their life/career goals and develop meaningful educational plans to help them attain these goals. OSAS supports the College of Education students in a continual process of clarification and evaluation. Through the questioning and exchange of information, OSAS guides students through decision-making processes which will enable them to gain critical insights and make sound decisions.

**OSAS Goals**

1. Empower and guide students to develop a realistic educational plan consistent with their career goals.

2. Assist students in understanding the University’s and College’s policies and procedures.

3. Ensure that all COE students have access to OSAS advising services throughout the year.

**II. The program’s student learning outcomes are as follows:**

**OSAS Student Learning Outcomes (SLO)**

1. Students will identify their career goals and formulate an educational plan that will assist them in achieving their goals.

2. Students will be able to identify College and University policies that affect their educational experience.

3. Students will utilize OSAS advising services in any of the following ways: in-person, phone, Skype, Elluminate, weekend, evening, or satellite advising sessions.
4. Students will arrive at advising sessions with prepared questions and forms properly completed.

**III. Provide the program’s activity map or equivalent graphic.**

**Activity Map**

<table>
<thead>
<tr>
<th>Activities</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<tbody>
<tr>
<td><strong>Formulate Education Plan:</strong> Students will identify their career goals and formulate an educational plan that will assist them in achieving their goals.</td>
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<td><strong>Identify Policies/Procedures:</strong> Students will be able to identify College and University policies that affect their education experience.</td>
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<tr>
<td><strong>Utilize Services:</strong> Students will utilize OSAS advising services in any of the following ways: in-person, phone, Skype, Elluminate, weekend, evening, or satellite advising sessions.</td>
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<td><strong>Questions/Forms Done:</strong> Students will arrive at advising sessions with prepared questions and forms properly completed.</td>
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</table>

**IV. Where are the following items published/ and how are they distributed to students?**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>* Publication Location or Distribution</th>
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</table>
| Program mission/goals | OSAS Website: [http://coe.hawaii.edu/admissions/initial](http://coe.hawaii.edu/admissions/initial)  
Student wiki: [http://students.coe.hawaii.edu/Advising](http://students.coe.hawaii.edu/Advising)  
Admission/Advising handouts |
| Program student learning outcomes | OSAS Website: [http://coe.hawaii.edu/admissions/initial](http://coe.hawaii.edu/admissions/initial)  
Student wiki: [http://students.coe.hawaii.edu/Advising](http://students.coe.hawaii.edu/Advising)  
Advising handouts |
| Program activity map or equivalent graphic | Handouts are distributed during face-to-face recruitment and advising sessions. |

*We will be working with our IT support staff to have our mission/goals/SLO’s published on the web and wiki sites.*
**Assessment Timeline and Lead People**

It is our goal to assess one SLO per year, beginning with SLO #1. Since our unit is relatively small (4 advisors and one director), assessment will be a collective effort to complete the various tasks.

**Other Important Information**

We are in the preliminary stages of planning assessment strategies. Ideas include surveys, focus groups, and rubrics as possible measures of how well the SLO’s have been achieved.