# Annual Assessment Plan
(August 1-September 30)

Department: Housing & Residential Life  Academic Year: 2004-2005
Division: Student Affairs

<table>
<thead>
<tr>
<th>University Goal</th>
<th>Objectives</th>
<th>Expected Results (Outcomes)</th>
<th>Assessment Instrument(s)/Procedures/Costs</th>
</tr>
</thead>
</table>
| The University will raise student success rates through improved student counseling and enhanced quality of residential life and extracurricular experience. | 1. The residence halls will be clean.                                      | A. No more than 30% of the resident students who complete the Student Satisfaction Survey will indicate that they are dissatisfied with housekeeping services on campus.  
B. At least 70% of the residents who complete the Quality of Life Survey will indicate that their rooms were clean when they checked into the residence halls.  
C. At least 70% of the residents who complete the Quality of Life Survey will indicate that the housekeeping staff does a good job cleaning the community areas in their residence hall (community bathrooms, lobbies, hallways, stairwells and laundry rooms). | (1) **Student Satisfaction Survey**  
This is a survey consisting of a 5-point satisfaction scale. The survey is administered by the Office of Institutional Effectiveness. Its purpose is to measure student satisfaction with various components of the campus. All expenses related to the survey are covered by the Office of Institutional Effectiveness.  
(2) **Quality of Life Survey** - This survey was developed by the Director of Student Life and Housing. It is administered during the fall semester. Its purpose is to measure each resident’s level of satisfaction of the residence halls. The survey is distributed by e-mail to every resident who lives on campus during the fall. All related expenses are covered internally through the Housing Office. |

*Forward all forms to the dean by October 31 for review.*
### University Goal

The University will raise student success rates through improved student counseling and enhanced quality of residential life and extracurricular experience.

<table>
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<th>Objective</th>
<th>Expected Results (Outcomes)</th>
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| 2. Repairs in the residence halls will be made in a timely manner. | A. No more than 30% of the resident students who complete the Student Satisfaction Survey will indicate that they are dissatisfied with the responsiveness of the maintenance staff.  
B. At least 70% of the residents who complete the Quality of Life Survey will indicate that the maintenance staff replaces burned out lights within a reasonable amount of time. | (1) **Student Satisfaction Survey**  
This is a survey consisting of a 5-point satisfaction scale. The survey is administered by the Office of Institutional Effectiveness. Its purpose is to measure student satisfaction with various components of the campus. All expenses related to the survey are covered by the Office of Institutional Effectiveness.  
(2) **Quality of Life Survey** - This survey was developed by the Director of Student Life and Housing. It is administered during the fall semester. Its purpose is to measure each resident’s level of satisfaction of the residence halls. The survey is distributed by e-mail to every resident who lives on campus during the fall. All related expenses are covered internally through the Housing Office. |

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### University Goal

The University will raise student success rates through improved student counseling and enhanced quality of residential life and extracurricular experience.

### Objectives

3. The residence halls will be well maintained.

### Expected Results (Outcomes)

A. No more than 30% of the resident students who complete the Student Satisfaction Survey will indicate that they are dissatisfied with maintenance services on campus.

B. At least 70% of the residents who complete the Quality of Life Survey will indicate that they are satisfied with the condition of the University furniture in their room.

C. At least 70% of the residents who complete the Quality of Life Survey will indicate that the walls in their rooms are in good condition and do not need to be painted.

### Assessment Instrument(s)/Procedures/Costs

1. **Student Satisfaction Survey**
   - This is a survey consisting of a 5-point satisfaction scale. The survey is administered by the Office of Institutional Effectiveness. Its purpose is to measure student satisfaction with various components of the campus. All expenses related to the survey are covered by the Office of Institutional Effectiveness.

2. **Quality of Life Survey**
   - This survey was developed by the Director of Student Life and Housing. It is administered during the fall semester. Its purpose is to measure each resident’s level of satisfaction of the residence halls. The survey is distributed by e-mail to every resident who lives on campus during the fall. All related expenses are covered internally through the Housing Office.

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(August 1-September 30)

**Department**: Housing & Residential Life  
**Division**: Student Affairs  
**Academic Year**: 2004-2005

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<tr>
<td>The University will raise student success rates through improved student counseling and enhanced quality of residential life and extracurricular experience.</td>
<td>4. The residence halls will be comfortable.</td>
<td>A. At least 70% of the residents who complete the Quality of Life Survey will indicate that the temperature level in their residence hall is comfortable.</td>
<td>(1) Quality of Life Survey - This survey was developed by the Director of Student Life and Housing. It is administered during the fall semester. Its purpose is to measure each resident’s level of satisfaction of the residence halls. The survey is distributed by e-mail to every resident who lives on campus during the fall. All related expenses are covered internally through the Housing Office.</td>
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(August 1-September 30)

Department **Housing & Residential Life**

Division **Student Affairs**

Academic Year **2004 -2005**

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| The University will raise student success rates through improved student counseling and enhanced quality of residential life and extracurricular experience. | 5. The residence halls will be safe. | A. At least 70% of the residents who complete the Quality of Life Survey will indicate that they feel safe in the residence halls.  
B. At least 70% of the residents who complete the Quality of Life Survey will indicate that they feel that their personal belongings are secure when left in the residence halls. | (1) Quality of Life Survey - This survey was developed by the Director of Student Life and Housing. It is administered during the fall semester. Its purpose is to measure each resident’s level of satisfaction of the residence halls. The survey is distributed by e-mail to every resident who lives on campus during the fall. All related expenses are covered internally through the Housing Office. |

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Annual Assessment Plan  
(August 1-September 30)  
Department Housing & Residential Life  
Academic Year 2004 -2005  
Division Student Affairs

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| The University will raise student success rates through improved student counseling and enhanced quality of residential life and extracurricular experience. | 6. The residence halls will be conducive to learning.  | A. At least 70% of the residents who complete the Quality of Life Survey will indicate that the atmosphere in their residence hall is conducive to studying.  
B. At least 70% of the residents who complete the Quality of Life Survey will indicate that their resident assistant does a good job enforcing the quiet hours policy. | (1) Quality of Life Survey - This survey was developed by the Director of Student Life and Housing. It is administered during the fall semester. Its purpose is to measure each resident’s level of satisfaction of the residence halls. The survey is distributed by e-mail to every resident who lives on campus during the fall. All related expenses are covered internally through the Housing Office. |

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| The University will raise student success rates through improved student counseling and enhanced quality of residential life and extracurricular experience. | 7. The residence halls will support the personal growth and development of residents. | A. At least 70% of the residents who complete the Quality of Life Survey will indicate that living on campus added to their educational experience.  
B. At least 70% of the residents who complete the Quality of Life Survey will indicate that living on campus was beneficial during their transition to college. | (1) Quality of Life Survey - This survey was developed by the Director of Student Life and Housing. It is administered during the fall semester. Its purpose is to measure each resident’s level of satisfaction of the residence halls. The survey is distributed by e-mail to every resident who lives on campus during the fall. All related expenses are covered internally through the Housing Office. |

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</table>
| The University will raise student success rates through improved student counseling and enhanced quality of residential life and extracurricular experience. | 8. Residents will develop a sense of community and tolerance for others within the residence halls. | A. At least 70% of the residents who complete the Quality of Life Survey will indicate that they have been able to get to know people different from themselves.  
B. At least 70% of the residents who complete the Quality of Life Survey will indicate that there is a strong sense of community in their living area. | (1) Quality of Life Survey - This survey was developed by the Director of Student Life and Housing. It is administered during the fall semester. Its purpose is to measure each resident’s level of satisfaction of the residence halls. The survey is distributed by e-mail to every resident who lives on campus during the fall. All related expenses are covered internally through the Housing Office. |

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Statement of Achievements

Department: Housing & Residential Life
Academic Year 2003 - 2004

Plans Implemented

1. Replace old mattresses and chairs in the residence halls.

2. Paint the hallways at Spieth Hall.

Forward all forms to the dean by October 31 for review.

Plans Not Implemented

1. Hire full-time hall directors for Spieth and Selden Hall. (Funds not available).

2. Install mini-blinds in the rooms at Spieth and Selden Hall. (Funds not available).
# SHORT-RANGE PLANS: FIRST YEAR

**Department:** Housing & Residential Life  
**Year:** 2005 - 2006

<table>
<thead>
<tr>
<th>Plans</th>
<th>Strategies to Implement</th>
<th>Completion Date</th>
<th>Approved by IEC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Hire full-time hall directors for Spieth and Selden Hall.</td>
<td>1A. Coordinate the hiring process with the Business Office.</td>
<td>October 1, 2005</td>
<td></td>
</tr>
<tr>
<td>2. Replace old mattresses and chairs in the residence halls.</td>
<td>2A. Coordinate the purchase with the Director of Purchasing.</td>
<td>August 1, 2006</td>
<td></td>
</tr>
<tr>
<td>3. Paint the hallways at Selden Hall.</td>
<td>3A. Coordinate the paint project with the Director of the Physical Plant.</td>
<td>August 1, 2006</td>
<td></td>
</tr>
<tr>
<td>4. Paint the rooms at Selden Hall.</td>
<td>4A. Coordinate the paint project with the Director of the Physical Plant.</td>
<td>August 1, 2006</td>
<td></td>
</tr>
</tbody>
</table>

Approved: ________________________      Approved: ________________________   
Unit Head/Director           Dean/Vice President

*Forward all forms to the dean by October 31 for review.*
MEDIUM-RANGE PLANS: YEARS TWO AND THREE

Department: Housing & Residential Life

Academic Years: 2006 - 2008

Year Two

(1) Replace old mattresses and chairs in the residence halls.

(2) Paint the rooms at Stickney Hall.

(3) Paint the hallways at Stickney Hall.

(4) Continue to employ full-time hall directors at Spieth and Selden.

Year Three

(1) Replace old mattresses and chairs in the residence halls.

(2) Carpet the lobbies at Spieth & Selden.

(3) Paint the apartments at Hoover Apartments.

(4) Continue to employ full-time hall directors at Spieth and Selden.

Approved: ________________________      Approved: ________________________   U n i t  H e a d / D i r e c t o r           D e a n / V i c e  P r e s i d e n t

Forward all forms to the dean October 31 for review.
**RESOURCES REQUIRED FOR PLANS (ONE-YEAR PLANS)**

Department: **Housing & Residential Life**  
**Year:** 2005 - 2006

<table>
<thead>
<tr>
<th>PLANS (Refer to One-Year Plans)</th>
<th>HUMAN RESOURCES (Faculty, Staff, Consultants, etc.)</th>
<th>PHYSICAL RESOURCES (Supplies, Material, Equip., etc.)</th>
<th>OTHER RESOURCES (Printing, Postage, Telephone, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AVAILABLE</td>
<td>NEEDED</td>
<td>AVAILABLE</td>
</tr>
<tr>
<td>1. Hire full-time hall directors for Spieth and Selden Hall.</td>
<td>$0</td>
<td>$60,000</td>
<td>$0</td>
</tr>
<tr>
<td>2. Replace old mattresses and chairs in the residence halls.</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>3. Paint the hallways at Selden Hall.</td>
<td>$0</td>
<td>$2,500</td>
<td>$0</td>
</tr>
<tr>
<td>4. Paint the rooms at Selden Hall.</td>
<td>$0</td>
<td>$5,000</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTAL RESOURCES NEEDED</strong></td>
<td>$0</td>
<td>$67,500</td>
<td>$0</td>
</tr>
</tbody>
</table>

**GRAND TOTAL OF RESOURCES NEEDED** (Human Resources + Physical Resources + Other Resources) $107,000

AVAILABLE means budgeted in current year’s budget.  
In listing AVAILABLE HUMAN, PHYSICAL, AND OTHER RESOURCES, please place an asterisk (*) by any items funded from external sources such as federal, private, contractual, revenue generated, or other such sources external to the university.

Dean/Vice President: _______________________________  
Date: __________

*Forward all forms to the dean by October 31 for review.*
# RESOURCES REQUIRED FOR PLANS (TWO-YEAR PLANS)

**Department:** Housing & Residential Life  
**Year:** 2006 - 2007

<table>
<thead>
<tr>
<th>PLANS (Refer to One-Year Plans)</th>
<th>HUMAN RESOURCES (Faculty, Staff, Consultants, etc.)</th>
<th>PHYSICAL RESOURCES (Supplies, Material, Equip., etc.)</th>
<th>OTHER RESOURCES (Printing, Postage, Telephone, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AVAILABLE</td>
<td>NEEDED</td>
<td>AVAILABLE</td>
</tr>
<tr>
<td>1. Replace old mattresses and chairs in the residence halls.</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>2. Paint the rooms at Stickney Hall.</td>
<td>$0</td>
<td>$5,000</td>
<td>$0</td>
</tr>
<tr>
<td>3. Paint the hallways at Stickney Hall.</td>
<td>$0</td>
<td>$2,500</td>
<td>$0</td>
</tr>
<tr>
<td>4. Continue to employ full-time hall directors at Spieth and Selden.</td>
<td>$0</td>
<td>$63,000</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTAL RESOURCES NEEDED</strong></td>
<td>$0</td>
<td>$70,500</td>
<td>$0</td>
</tr>
</tbody>
</table>

**GRAND TOTAL OF RESOURCES NEEDED** (Human Resources + Physical Resources + Other Resources) $110,000

AVAILABLE means budgeted in current year’s budget.  
In listing AVAILABLE HUMAN, PHYSICAL, AND OTHER RESOURCES, please place an asterisk (*) by any items funded from external sources such as federal, private, contractual, revenue generated, or other such sources external to the university.

Dean/Vice President: ____________________________  
Date: __________

*Forward all forms to the dean by October 31 for review.*
# Resources Required for Plans (Three-Year Plans)

**Department:** Housing & Residential Life  
**Year:** 2007 - 2008

<table>
<thead>
<tr>
<th>PLANS (Refer to One-Year Plans)</th>
<th>Human Resources (Faculty, Staff, Consultants, etc.)</th>
<th>Physical Resources (Supplies, Material, Equip., etc.)</th>
<th>Other Resources (Printing, Postage, Telephone, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AVAILABLE</td>
<td>NEEDED</td>
<td>AVAILABLE</td>
</tr>
<tr>
<td>1. Replace old mattresses and chairs in the residence halls.</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>2. Carpet the lobbies at Spieth &amp; Selden.</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>3. Paint the apartments at Hoover Apartments.</td>
<td>$0</td>
<td>$2,000</td>
<td>$0</td>
</tr>
<tr>
<td>4. Continue to employ full-time hall directors at Spieth and Selden.</td>
<td>$0</td>
<td>$66,500</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Resources Needed</strong></td>
<td>$0</td>
<td>$68,500</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Grand Total of Resources Needed** (Human Resources + Physical Resources + Other Resources) $101,000

Available means budgeted in current year’s budget.  
In listing AVAILABLE HUMAN, PHYSICAL, AND OTHER RESOURCES, please place an asterisk (*) by any items funded from external sources such as federal, private, contractual, revenue generated, or other such sources external to the university.

Dean/Vice President: _____________________________  
Date: __________

*Forward all forms to the dean by October 31 for review.*
The University of West Alabama
Professional and Support Staffing Plan

Department: Housing & Residential Life          Academic Year: 2005-06

Please indicate how each of the following factors will affect staffing for the next academic year.

1. Results of Self-Study (How effective was your department in achieving the goals set during the past year?)

Very few of the goals were met. Many of the goals depended on work by the housekeeping and maintenance staff. These employees do not report to Housing so it is difficult to make changes in these areas. The environment within the residence hall did not meet the expected standards. The University needs to attract better student leaders to be resident assistants to improve the environment. This will cost money for additional scholarships funds.

2. Assessment Plan (Is your staff adequate to achieve the results desired for the upcoming year?)

No, the staffing level is not adequate. Full-time hall directors are needed at Spieth and Selden. In addition, RAs should be paid more so that they can be held to a higher standard. It is becoming very difficult to fill the RA jobs at Spieth and Selden.

3. Availability of current staff (How many of your current staff will be retiring, going on leaves of absences, returning from leaves of absences, etc.?)

No retirements or departures are anticipated.
4. Availability of part-time help/work-study, etc.

Our staffing of student workers is adequate, however; scholarship funds need to be increased so that we can attract better candidates for RA and hall director positions.

5. Other factors affecting your staffing

Our graduate school does not offer a masters degree in College Student Personnel Work. This is the preferred degree for students interested in working in the field of Student Affairs. My most successful hall directors have been students that wanted to pursue a career in Student Affairs.

Based on the factors described above, the following changes in professional and support staffing are requested for the upcoming academic year.

I am requesting that two entry-level professional staff positions be added to the area of Housing and Residential Life. One would serve as the Spieth Hall director and the other person would serve as the Selden Hall Director. In addition, I am requesting that the scholarship levels for Spieth and Selden be increased by 100% and that the levels for the other dorms be increased by 50%.

__________________________  ________________________
Department Head Signature       Date