

Administrative, Educational and Student Support Units
Annual Assessment Findings Report

Directions: Use content from your 5-Year Assessment Plan, and data collected and analyzed to complete the Annual Assessment Findings Report for the corresponding year. Submit report electronically to aess@york.cuny.edu.

Assessment Year: 2018-2019

Division: Academic Affairs

Unit: Office of Research and Sponsored Programs

Date: August 28, 2019

Completed by: Dawn A. Hewitt

Other contributors (e.g., person who analyzed data): [Click here to enter text.](#)

Unit Mission: The Office of Research and Sponsored Programs (ORSP) mission is to cultivate the research initiatives of faculty and staff to secure external funding. ORSP provides specialized guidance and support for all research and sponsored program activities in order to balance the research initiatives of stakeholders and the mission and values of York College.

1. Record each goal, corresponding outcome(s), measure(s), the target(s) of success, and if applicable, the student ILO(s). For each outcome listed above, describe the conclusions, significance and implications of the data collected for the assessment year indicated above (e.g., 2018-2019). Describe the results in comparison to the target of success, and if applicable, the student ILO(s) identified prior to data collection. What is your interpretation of the results?

Remember to use information from your approved 5-Year Assessment Plan.

Goal(s)	Outcome(s)	Student ILOs (if applicable)	Measures and Target of Success	Analysis, Findings, and Use of Results
Cultivate research initiatives for faculty and staff to secure grants.	Increase proposal submission for faculty and staff.	N/A	5% increase in proposals submitted.	The Office of Research and Sponsored Programs (ORSP) saw a 5% increase in proposal submission for FY18-19.
	Faculty and staff will be satisfied with the process of submitting proposals.	N/A	50% of faculty and staff will be overall satisfied with the process of submitting proposals.	Survey is forthcoming.

2. Action Plan. Using information from the Analysis, Findings, and Use of Results section above, what steps will you take to ensure recommended changes will be implemented and sustained? If no changes are being recommended, provide an explanation with supporting evidence. *(Add additional rows for outcomes, as needed by copying and pasting the appropriate outcome textbox. You may delete any unneeded textboxes.)*

Outcome 1.1 Increase proposal submission for faculty and staff.

Recommended changes: Although we reached the target goal of 5%, ORSP will target faculty increase submission of PSC-CUNY proposals by offering a PSC-CUNY proposal-writing workshop.

Outcome 1.2 Faculty and staff will be satisfied with the process of submitting proposals.

Recommended changes: None, as the survey has not yet occurred. ORSP will work with Institutional Research to design and conduct survey.

3. Communicating Results: Describe how you communicated assessment results, recommendations, and changes to appropriate stakeholders (e.g., staff, supervisor, students).

Information from ORSP is shared with the President, Provost and Assistant VP of Institutional Effectiveness. This information also goes in the President's PMP report, which then goes to CUNY.

4. Action Taken: Describe how you used the results from last year to inform your action this year. Narrative should include **action(s) taken or changes implemented** as identified by assessment activities completed (i.e., closing the loop). Indicate when the changes were implemented and when they will be reassessed to see if they helped to improve support outcomes (SOs) and/or student learning outcomes (SLOs).

5. Achievement Summary: York College is excited to hear about what is going well! Share your unit's proudest accomplishments for this assessment period.

6. Assessment Plan Year ORSP will be working with the VP for Institutional Effectiveness to revise the assessment plan for the next 4 years. Once that has been completed the revised plan will be submitted: Briefly outline the assessment plan for next year. Explain any revisions you will need to make based on results (e.g., revision in outcomes, target for success, measuring instrument). Attach an updated 5-Year Assessment Plan for your unit. (Remember to revise the years.)

Working with AVP of Institutional Effectiveness to make changes to ORSP 5-Year Assessment Plan.

7. Annual/Special Reporting (optional): Highlight accomplishments directly related to how assessment activities in your area contributed to the mission of the division and the College--not assessed elsewhere, but related to operational effectiveness.