

DACUM Research Chart for Assessment Function of the Housing Officer

DACUM Panel

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General Knowledge and Skills

Persuasion skills
Political savvy
Statistics
Computer skills
Research skills
Listening skills
Good public speaker
Communication skills
Assessment theory
Survey design
Writing skills
Organizational skills
Time management skills
Report writing skills
Knowledge of field
Quantitative and qualitative data analysis

Tools, Equipment, Supplies and Materials

Reporting software
Analysis software (e.g., SPSS)
Computer
Optical reader (e.g., Scantron)
Library
Survey software
External providers

Acronyms

ACUHO-I Association of College & University Housing Officers-International
CAS Council for the Advancement of Standards in Higher Education
C/U Campus/University
IRB Institutional Review Board/Institutional Research Board

Worker Behaviors

Ethical
Professionalism
Accurate
Commitment to confidentiality
Protecting research subject right
Self confident
Flexible
Tough-minded
Passionate
Creative
Persistent
Take direction
Methodical
Persuasive
Detail-oriented
Work well with others

Future Trends and Concerns

Funding/budget/resources
Increased reporting requirements
Ongoing training
Accreditation/program Review
Phobia of assessment
Misunderstanding of data
Changing demographics
Over sampling
Government oversight
External constituents (e.g., parents, alumni, prospective students)
Increased education of professionals
Better tools
Better understanding of assessment

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Sub-Functions		Tasks											
A	Advocate for Assessment Culture	A-1 Educate colleagues on use of assessment data in decision-making	A-2 Engage colleagues in discussion of assessment process & benefits	A-3 Mentor colleagues on assessment procedures	A-4 Establish expectations for assessments	A-5 Demonstrate link between assessment & practice	A-6 Demonstrate impact of assessment data	A-7 Create opportunities for dialogue & feedback	A-8 Consult with c/u administrators about role of assessment	A-9 Create awareness of professional standards (e.g., ACUHO-I, CAS)			
		B	Build Comprehensive Assessment Plan	B-1 Define purpose of assessment plan	B-2 Identify assessment foci (e.g., retention, dining)	B-3 Establish linkages of assessment to department/institution mission	B-4 Identify individual assessment projects	B-5 Coordinate assessment projects with c/u colleagues	B-6 Align assessment with professional standards	B-7 Develop plan to evaluate the assessment process (e.g., process evaluation)			
C	Develop Assessment Project Structure	C-1 Identify project assessment outcomes	C-2 Determine responsible individual(s) (e.g., assessment team & implementation team)		C-3 Involve external stakeholders in assessment project(s)	C-4 Establish scope of assessment project	C-5 Write assessment objectives for project	C-6 Determine assessment type(s) (e.g., satisfaction, learning outcomes)	C-7 Establish timeline for completion of assessment project steps	C-8 Layout assessment project steps	C-9 Determine assessment project resources		
		D	Implement Assessment Methodology	D-1 Consult with assessment experts	D-2 Determine data collection modality	D-3 Create assessment instrument	D-4 Select assessment instrument	D-5 Select assessment participants	D-6 Develop data security protocols (e.g., define controls & population)	D-7 Secure institutional approval (e.g., IRB, supervisor)	D-8 Train distributor/facilitator on data collection	D-9 Conduct pilot test of instrument	D-10 Test assessment instrument (e.g., reliability/validity)
		D-12 Validate assessment data											
E	Analyze Assessment Data	E-1 Create assessment data analysis plan	E-2 Identify assessment data analysis type(s)	E-3 Conduct assessment data analysis	E-4 Document data assessment analysis steps	E-5 Review assessment objectives for project	E-6 Perform assessment data triangulation	E-7 Identify key assessment findings					
		F	Report Assessment Findings	F-1 Review key assessment findings with stakeholders (e.g., solicit feedback)	F-2 Identify data assessment implications for practice	F-3 Identify report audience(s)	F-4 Identify reporting venue(s)	F-5 Select key assessment findings to share	F-6 Write customized reports for audience(s)	F-7 Disseminate assessment report(s)			