# Watermark: Administrative and Student Support Guidebook







**MANAGE OUTCOMES** 



Organization Management > Data, Analytics, Reporting, and Assessment

# Data, Analytics, Reporting, and Assessment

Assign Lead

In Progress

Department Information

✓ Actions

Docs & Reports

## **Department Information**

Communicate the purpose and design of your organization, program or course through creation of outcomes and alignment to related organizations and courses for powerful reporting and connections.



Outcomes

LEARNING OUTCOMES

SUCCESS OUTCOMES

Learning Outcomes articulate the knowledge, skills, and dispositions attained by students through learning and/or co-curricular experiences.

Get started by managing the learning outcomes for this Department.

MANAGE OUTCOMES





Organization Management > Data, Analytics, Reporting, and Assessment

# Data, Analytics, Reporting, and Assessment

Assign Lead

In Progress

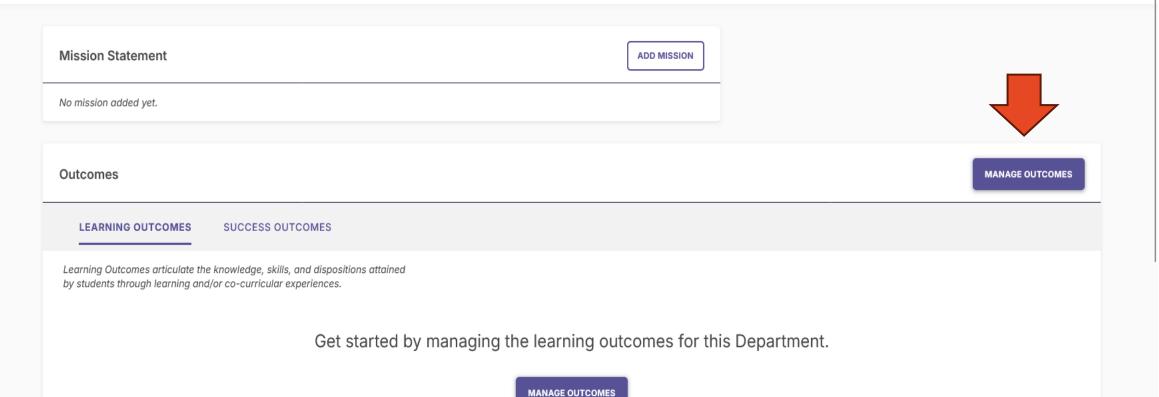
Department Information

✓ Actions

Docs & Reports

## **Department Information**

Communicate the purpose and design of your organization, program or course through creation of outcomes and alignment to related organizations and courses for powerful reporting and connections.





SUCCESS OUTCOMES (0)

#### Learning Outcomes

Learning Outcomes articulate the knowledge, skills, and dispositions attained by students through learning and/or co-curricular experiences.

Data, Analytics, Reporting, and Assessment ...



Get started by creating learning outcomes for this department.

CREATE NEW OUTCOME

SUCCESS OUTCOMES (0)

#### Success Outcomes

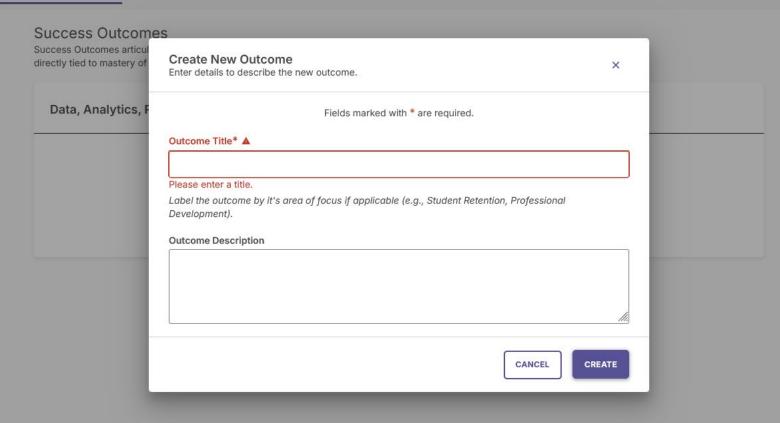
Success Outcomes articulate other indicators of student success that are not directly tied to mastery of learning outcomes.

Data, Analytics, Reporting, and Assessment ...

Get started by creating success outcomes for this department.

CREATE NEW OUTCOME

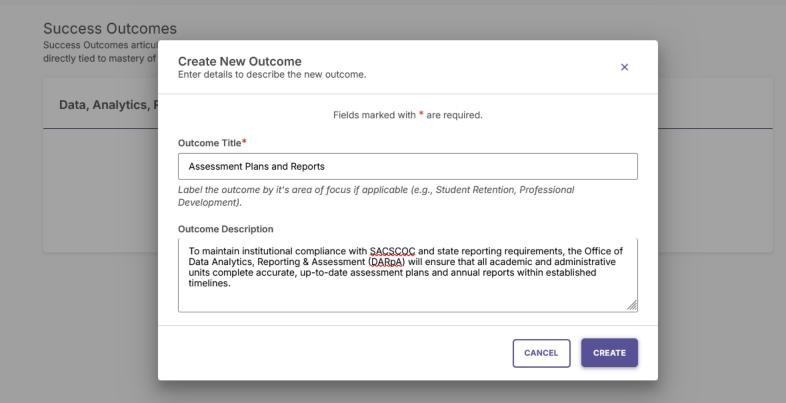
SUCCESS OUTCOMES (0)



#### Manage Outcomes

LEARNING OUTCOMES (0)

SUCCESS OUTCOMES (0)



SUCCESS OUTCOMES (1)

#### Success Outcomes

Success Outcomes articulate other indicators of student success that are not directly tied to mastery of learning outcomes.

Data, Analytics, Reporting, and Assessment ...

CREATE NEW OUTCOME

**Assessment Plans and Reports** 

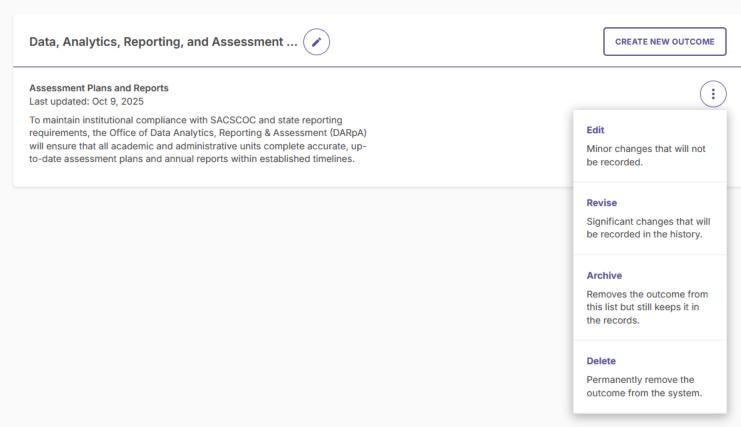
Last updated: Oct 9, 2025

To maintain institutional compliance with SACSCOC and state reporting requirements, the Office of Data Analytics, Reporting & Assessment (DARpA) will ensure that all academic and administrative units complete accurate, upto-date assessment plans and annual reports within established timelines.

#### SUCCESS OUTCOMES (1)

#### Success Outcomes

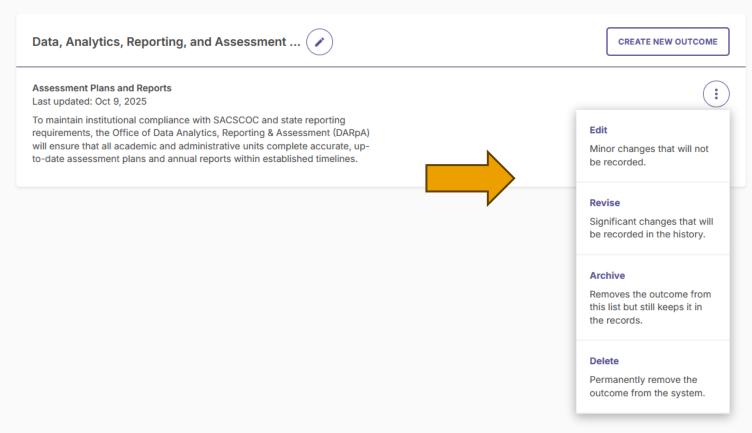
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SUCCESS OUTCOMES (1)

#### Success Outcomes

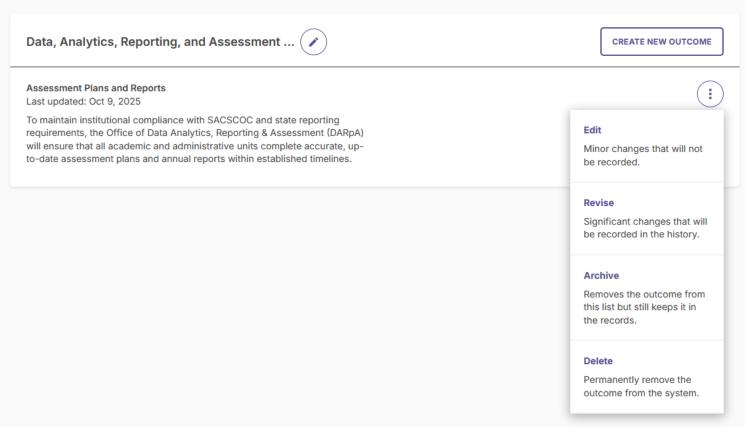
Success Outcomes articulate other indicators of student success that are not directly tied to mastery of learning outcomes.

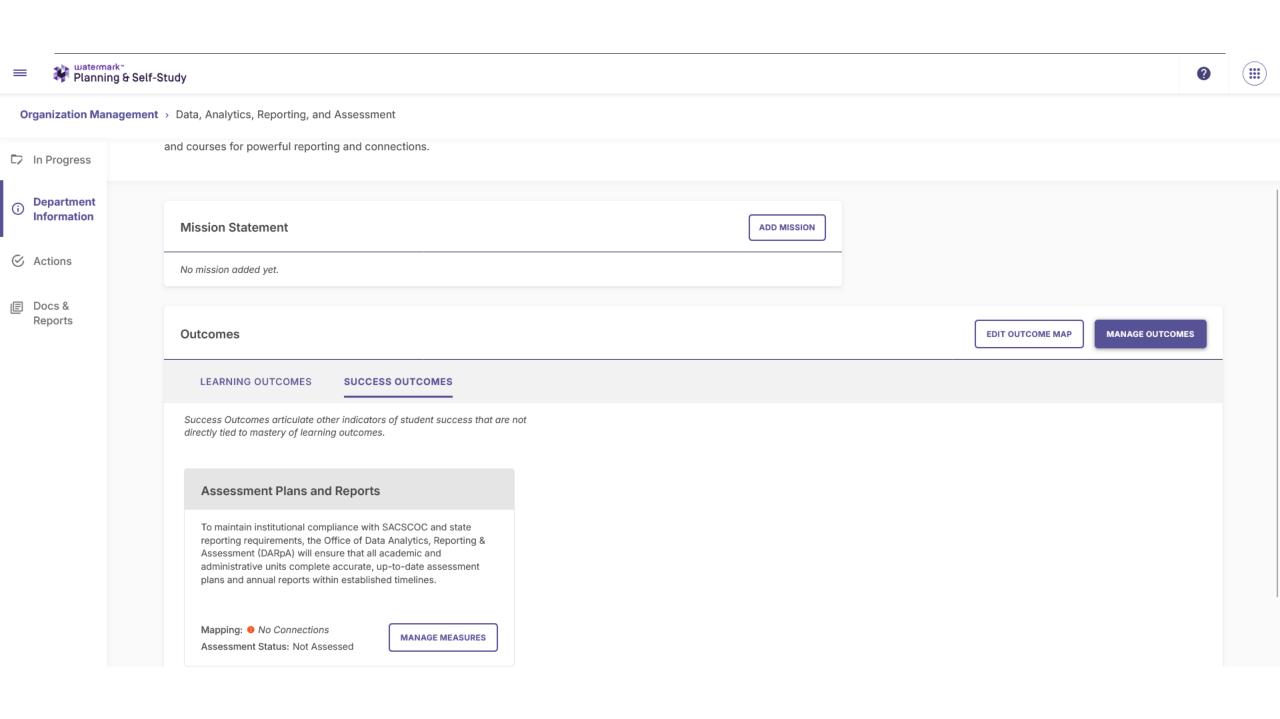


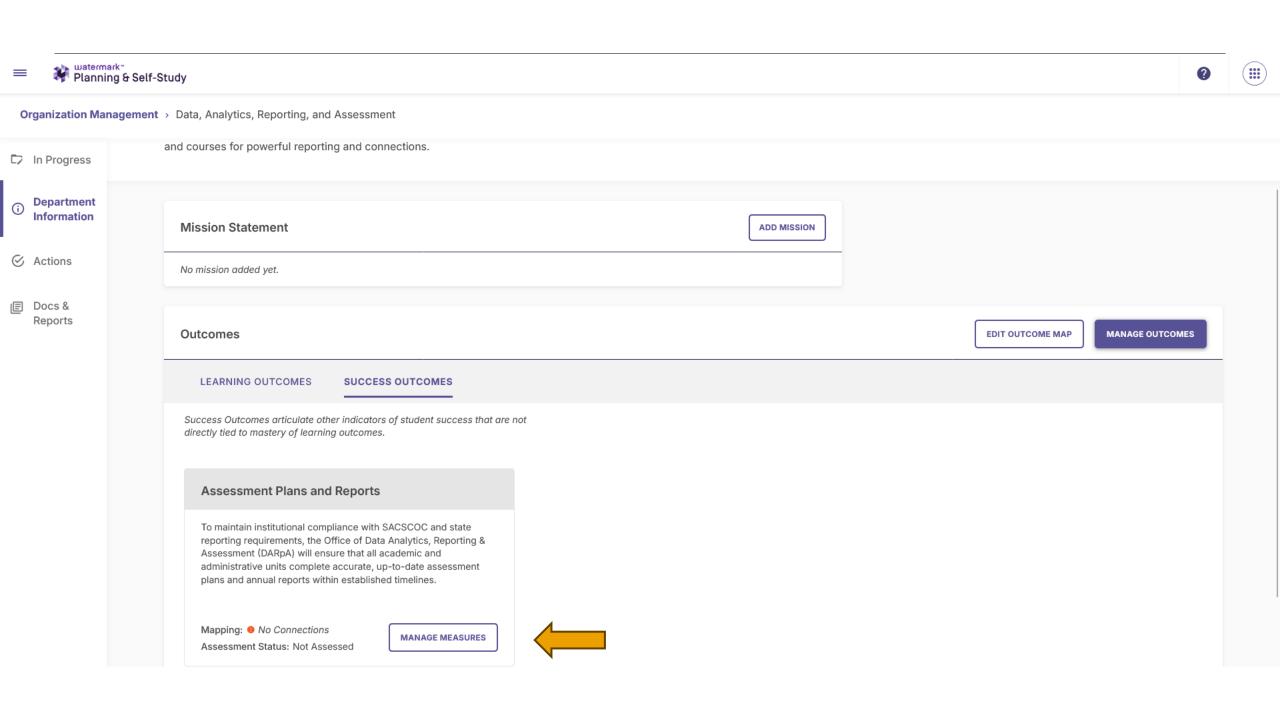
SUCCESS OUTCOMES (1)

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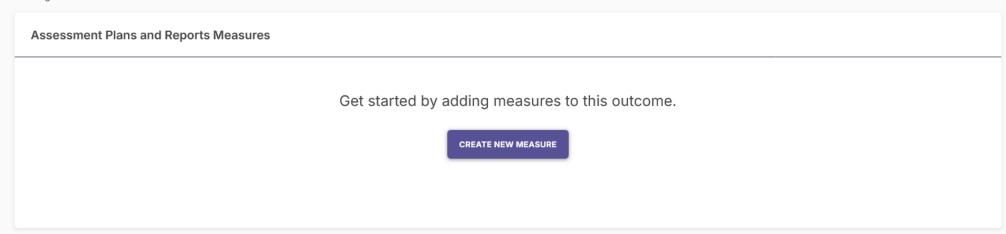






## Manage Measures

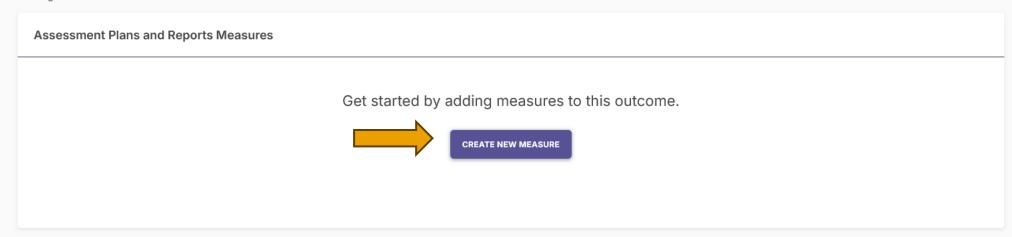
Add measures to demonstrate assessment activities and provide evidence of student





## Manage Measures

Add measures to demonstrate assessment activities and provide evidence of student



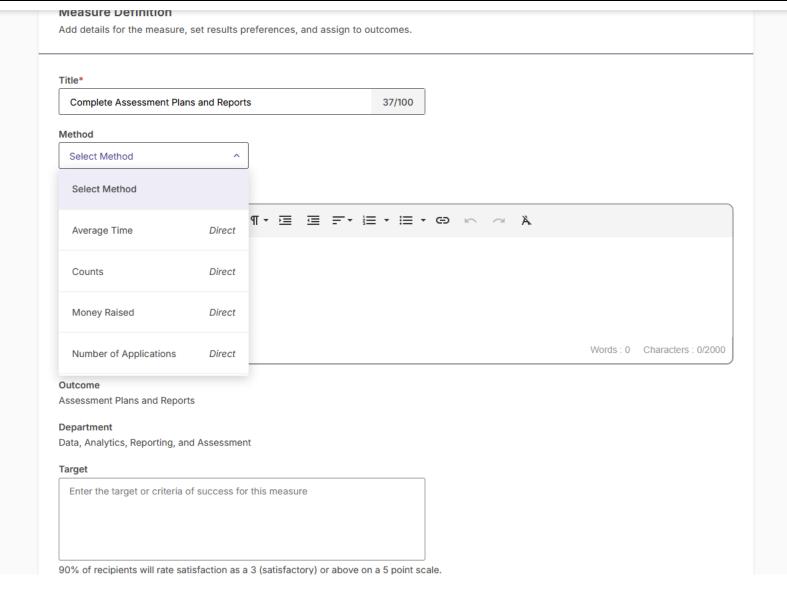


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Assessment Plans and Reports  Department  Data, Analytics, Reporting, and Assessment  Target  Enter the target or criteria of success for this mea		

Assessment Plans and Reports

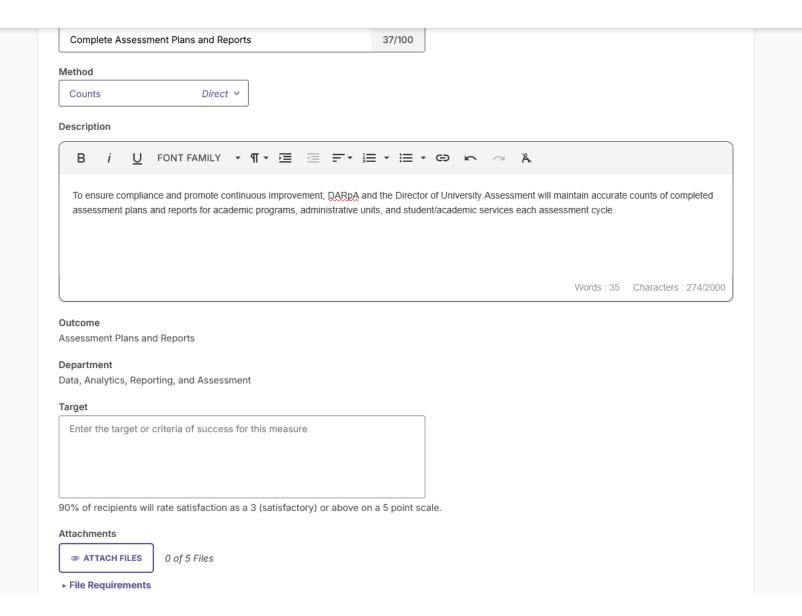
BACK CREATE MEASURE

# weasure Detinition Add details for the measure, set results preferences, and assign to outcomes. Title\* Complete Assessment Plans and Reports 37/100 Method Select Method Description B i U FONT FAMILY → ¶ → E E F → E → E → E → A Words: 0 Characters: 0/2000 Outcome Assessment Plans and Reports Department Data, Analytics, Reporting, and Assessment Target Enter the target or criteria of success for this measure 90% of recipients will rate satisfaction as a 3 (satisfactory) or above on a 5 point scale.



Assessment Plans and Reports





CREATE MEASURE

#### Description



To ensure compliance and promote continuous improvement, DARDA and the Director of University Assessment will maintain accurate counts of completed assessment plans and reports for academic programs, administrative units, and student/academic services each assessment cycle.

Words: 35 Characters: 274/2000

#### Outcome

Assessment Plans and Reports

#### Department

Data, Analytics, Reporting, and Assessment

#### Target

100% of active academic programs and administrative units will submit assessment plans and reports by the published deadlines.

90% of recipients will rate satisfaction as a 3 (satisfactory) or above on a 5 point scale.

#### Attachments

ATTACH FILES

0 of 5 Files

► File Requirements

## Manage Measures

Add measures to demonstrate assessment activities and provide evidence of student learning.

#### **Assessment Plans and Reports Measures**

**CREATE NEW MEASURE** 

#### **Complete Assessment Plans and Reports**

To ensure compliance and promote continuous improvement, DARpA and the Director of University Assessment will maintain accurate counts of completed... ...Read More

## Manage Measures

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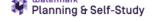
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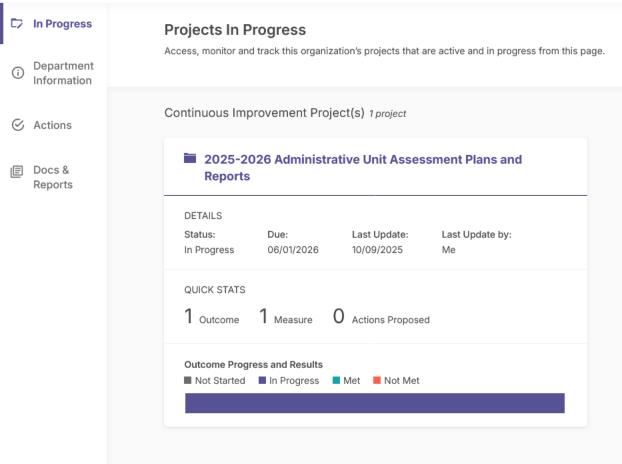




Organization Management > Data, Analytics, Reporting, and Assessment

## Data, Analytics, Reporting, and Assessment

Assign Lead



**Outcome Performance Dashboard** Unlock the power of your outcomes data

\$ LAUNCH

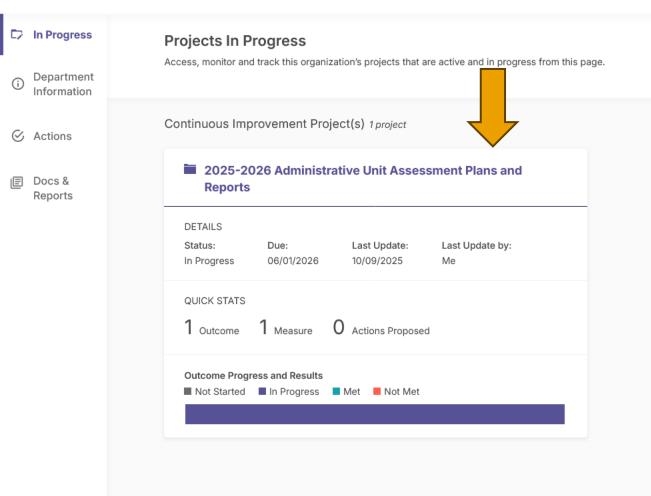




Organization Management > Data, Analytics, Reporting, and Assessment

# Data, Analytics, Reporting, and Assessment

Assign Lead



Outcome Performance Dashboard
Unlock the power of your outcomes data

\$ LAUNCH

REVIEW AND SUBMIT

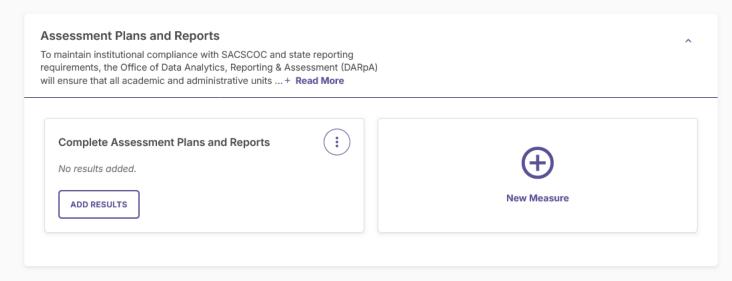
Reporting Year: Academic Year 2025-2026 Plan Admin: Jarrod Rossi Due Date: 06/01/2026

Data, Analytics, Reporting, and Assessment

ADD/EDIT OUTCOMES

**≡** ACTIONS

### Data, Analytics, Reporting, and Assessment NonLearning Outcomes





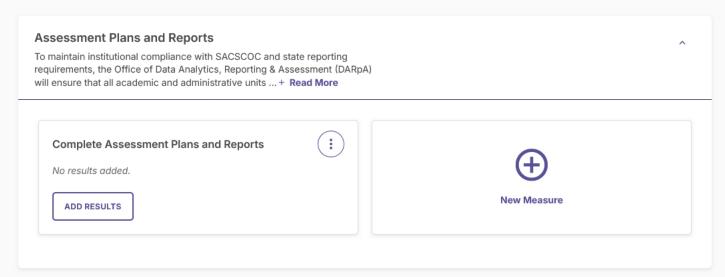
**≡** ACTIONS

Reporting Year: Academic Year 2025-2026 Plan Admin: Jarrod Rossi Due Date: 06/01/2026

Data, Analytics, Reporting, and Assessment

ADD/EDIT OUTCOMES

Data, Analytics, Reporting, and Assessment NonLearning Outcomes



#### 2025-2026 Administrative Unit Assessment Plans and Reports

Reporting Year: Academic Year 2025-2026 Plan Admin: Jarrod Rossi Due Date: 06/01/2026

EDIT SUBMIT

Data, Analytics, Reporting, and Assessment

### Review Assessment Report: Data, Analytics, Reporting, and Assessment

Review your assessment report for this Program. You can continue to edit in the outcomes workspace by clicking "Edit". Once submitted, you will still be able to edit this report until it is permanently closed by the administrator.

2025-2026 ADMINISTRATIVE UNIT ASSESSMENT PLANS AND REPORTS

## **Data, Analytics, Reporting, and Assessment**

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Academic Year 2025-2026

Data, Analytics, Reporting, and Assessment NonLearning Outcomes

#### Assessment Plans and Reports

To maintain institutional compliance with SACSCOC and state reporting requirements, the Office of Data Analytics, Reporting & Assessment (DARpA) will ensure that all academic and administrative units complete accurate, up-to-date assessment plans and annual reports within established timelines.

MEASURES	RESULTS	ACTIONS
Complete Assessment Plans and Reports	No results have been added.	No actions have been added.
To ensure compliance and promote continuous improvement, DARpA and the Director of University Assessment will maintain accurate counts of completed assessment plans and		

Reporting Year: Academic Year 2025-2026 Plan Admin: Jarrod Rossi Due Date: 06/01/2026

EDIT



Data, Analytics, Reporting, and Assessment

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2025-2026 ADMINISTRATIVE UNIT ASSESSMENT PLANS AND REPORTS

## **Data, Analytics, Reporting, and Assessment**

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Academic Year 2025-2026

#### Data, Analytics, Reporting, and Assessment NonLearning Outcomes

#### Assessment Plans and Reports

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# Inputting Results and Analysis for Assessment Report



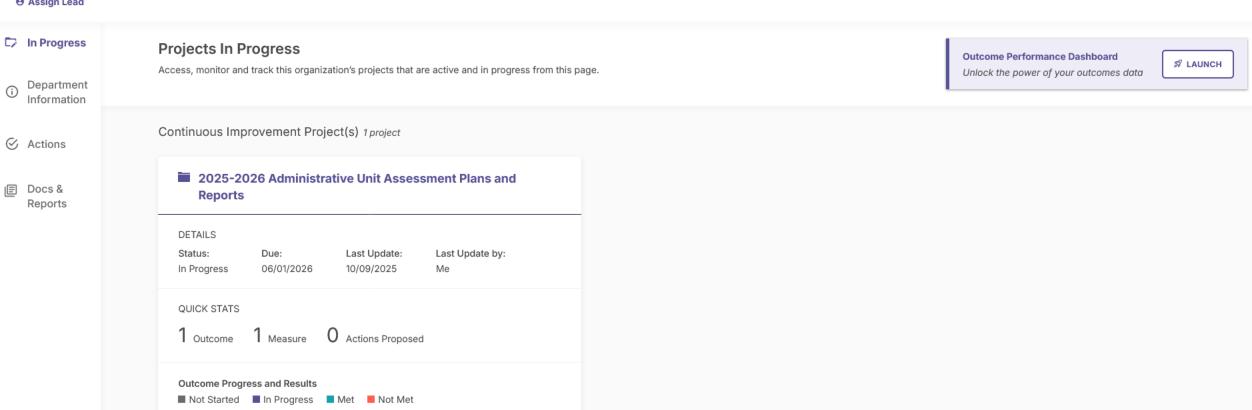




Organization Management > Data, Analytics, Reporting, and Assessment

## Data, Analytics, Reporting, and Assessment

Assign Lead



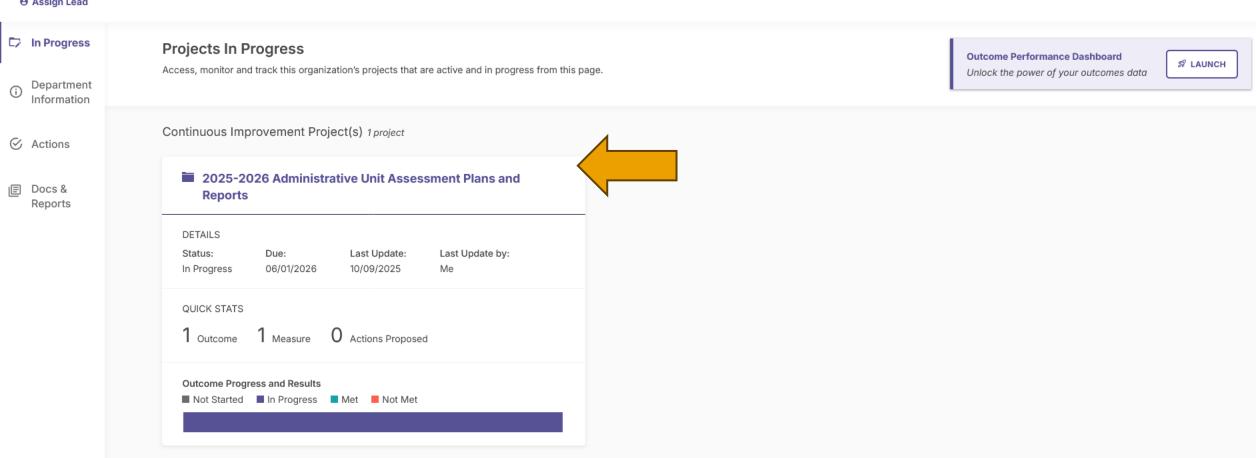




Organization Management > Data, Analytics, Reporting, and Assessment

# Data, Analytics, Reporting, and Assessment

Assign Lead



REVIEW AND SUBMIT

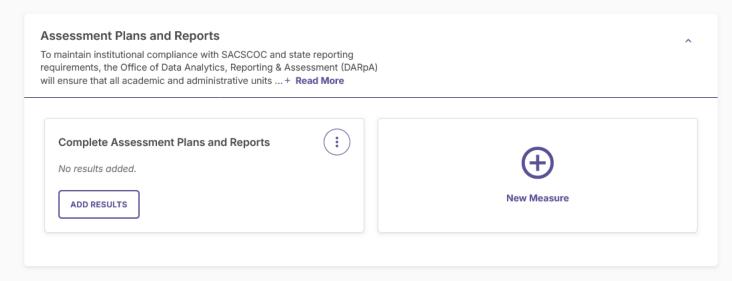
Reporting Year: Academic Year 2025-2026 Plan Admin: Jarrod Rossi Due Date: 06/01/2026

Data, Analytics, Reporting, and Assessment

ADD/EDIT OUTCOMES

**≡** ACTIONS

### Data, Analytics, Reporting, and Assessment NonLearning Outcomes



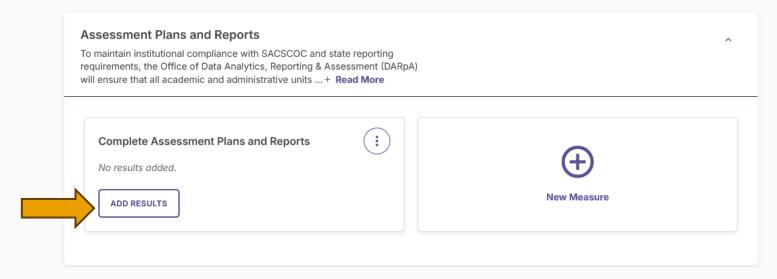
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Data, Analytics, Reporting, and Assessment

ADD/EDIT OUTCOMES

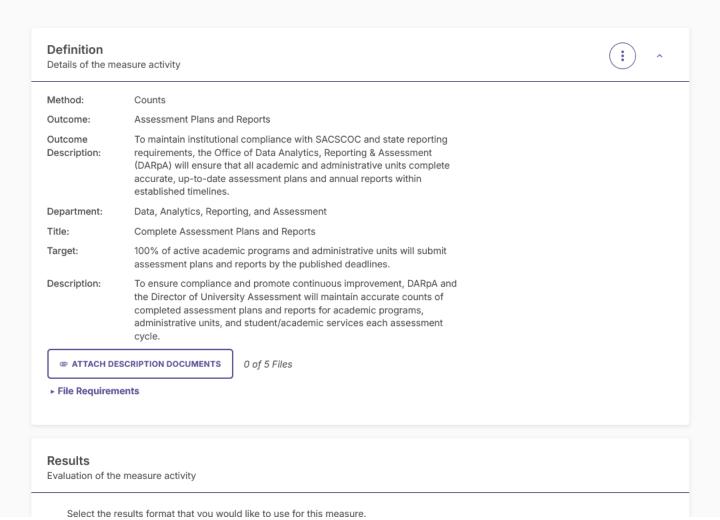
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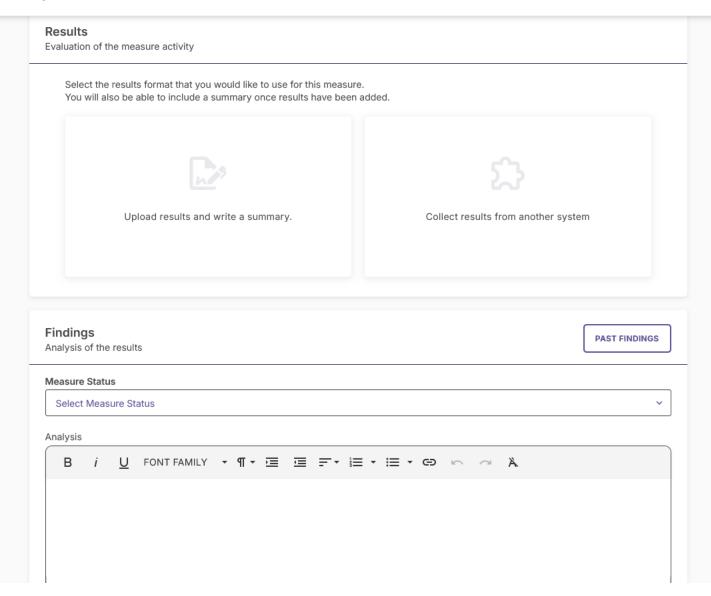


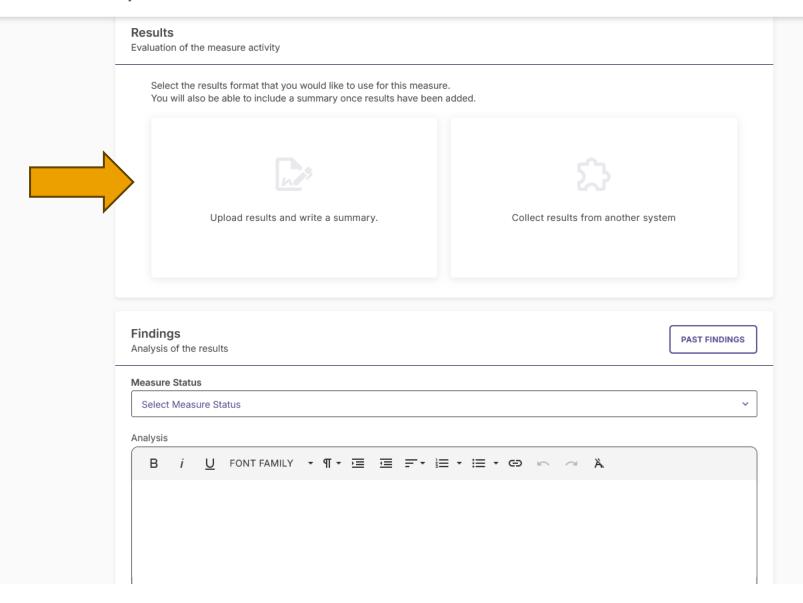
## **Complete Assessment Plans and Reports**

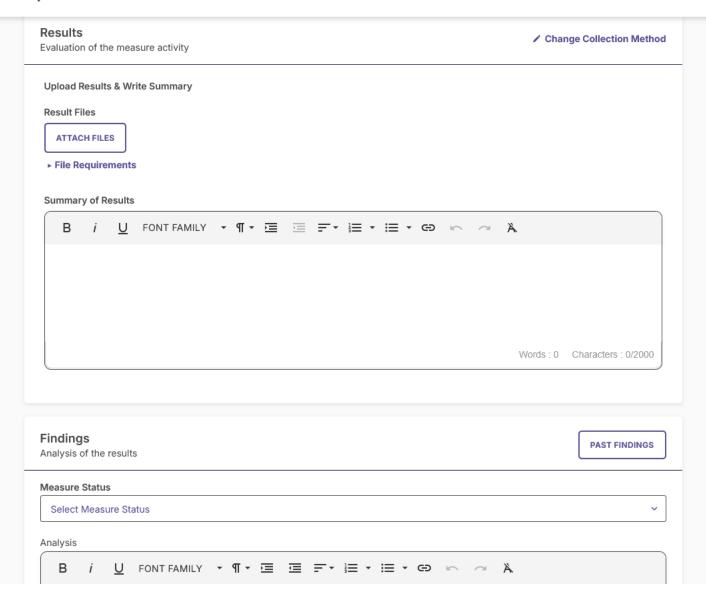
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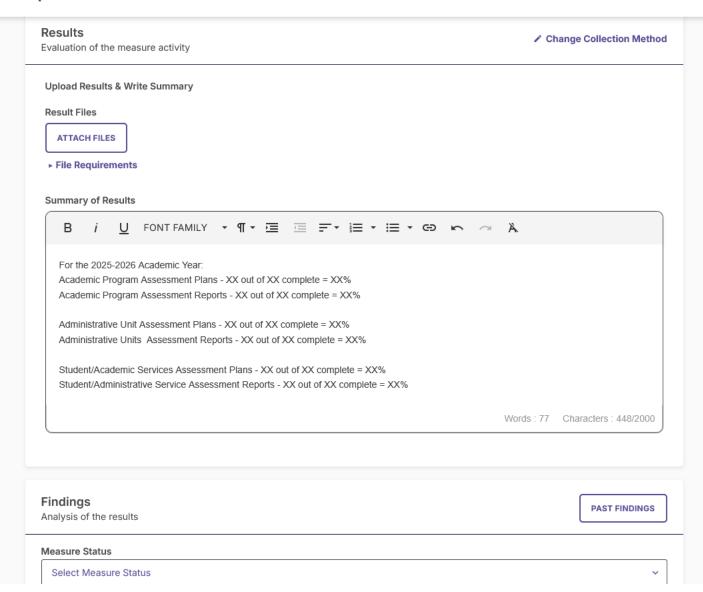


## **Complete Assessment Plans and Reports**









2025-2026 Administrative Unit Assessment Plans and Reports > Complete Assessment Plans and Reports

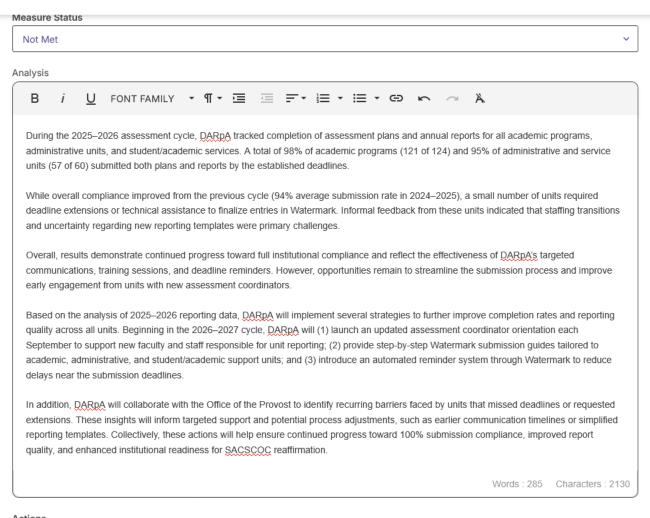
## **Complete Assessment Plans and Reports**



Administrative Units Assessment Reports - XX out of XX complete = XX% Student/Academic Services Assessment Plans - XX out of XX complete = XX% Student/Administrative Service Assessment Reports - XX out of XX complete = XX% Words: 77 Characters: 448/2000 Findings PAST FINDINGS Analysis of the results Measure Status Select Measure Status Select Measure Status Met Not Met Words: 0 Characters: 0 Actions There are no actions for this measure **⊕ ADD NEW ACTION** 

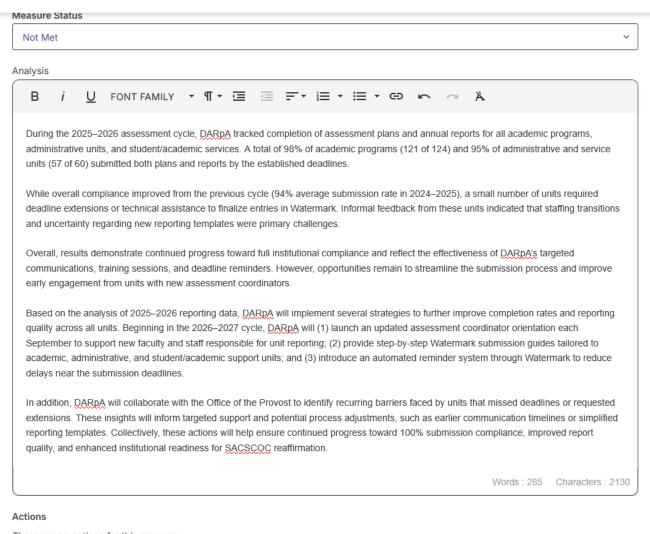
Student/Academic Services Assessment Plans - XX out of XX complete = XX% Student/Administrative Service Assessment Reports - XX out of XX complete = XX% Words: 77 Characters: 448/2000 Findings PAST FINDINGS Analysis of the results Measure Status Met Analysis B i U FONT FAMILY → ¶ → 豆 豆 〒 → 洼 → 巨 → △ Å Words: 0 Characters: 0 Actions There are no actions for this measure  **ADD NEW ACTION** 

Administrative Units Assessment Reports - XX out of XX complete = XX%



#### Actions

There are no actions for this measure



There are no actions for this measure





Analysis

During the 2025–2026 assessment cycle, DARpA tracked completion of administrative units, and student/academic services. A total of 98% of acunits (57 of 60) submitted both plans and reports by the established dea

While overall compliance improved from the previous cycle (94% average deadline extensions or technical assistance to finalize entries in Waterm and uncertainty regarding new reporting templates were primary challen

Overall, results demonstrate continued progress toward full institutional communications, training sessions, and deadline reminders. However, dearly engagement from units with new assessment coordinators.

Based on the analysis of 2025–2026 reporting data, DARDA will implemed quality across all units. Beginning in the 2026–2027 cycle, DARDA will (1 September to support new faculty and staff responsible for unit reporting academic, administrative, and student/academic support units; and (3) in delays near the submission deadlines.

In addition, DARDA will collaborate with the Office of the Provost to ident extensions. These insights will inform targeted support and potential procreporting templates. Collectively, these actions will help ensure continued quality, and enhanced institutional readiness for SACSCOC reaffirmation.

Actions

There are no actions for this measure

① ADD NEW ACTION

Add New Action

Select the type of action you recommend.

Restructure Outcome Statement

Revise Measurement / Assessment

**Gather Additional Data** 

Revise Benchmark / Target

Implement New Program Or Services

**Community Partnership** 

Modify Position / Personnel

**Modify Policies / Procedures** 

**Adopt Or Expand Technologies** 

**Additional Training** 

Collaborate With Another Department / Unit / Program

**Modify Physical Environment** 

Maintain Assessment Strategy

Other

CANCEL

Analysis

B i  $\underline{U}$  FONT FAMILY  $\bullet$   $\P \bullet \equiv \equiv = \bullet$ 

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**Additional Training** 

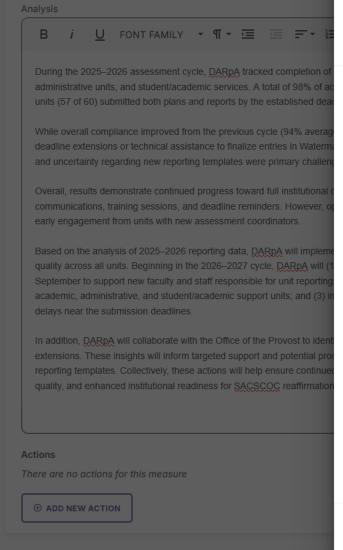
Collaborate With Another Department / Unit / Program

Modify Physical Environment

Maintain Assessment Strategy

Other

CANCEL



Add New Action

#### Action Type

Additional Training

Change Action Type

#### Status

In Progress

#### Action Description\*

To strengthen institutional compliance and improve reporting consistency, DARPA will implement the following actions during the 2025–2026 assessment cycle:

Assessment Coordinator Orientation: Launch a required orientation each September for new assessment coordinators across academic, administrative, and student/academic support units to reinforce expectations and reporting timelines.

Updated Submission Resources: Develop and distribute unit-specific Watermark guides outlining plan and report submission steps, common issues, and quality expectations.

Automated Reminder System: Implement Watermark's automated deadline reminder feature to reduce late submissions and extension requests.

Barrier Analysis Collaboration: Partner with the Office of the Provost to review recurring challenges among units requiring assistance or deadline extensions and adjust communication timelines or templates as needed.

#### Intended Outcome:

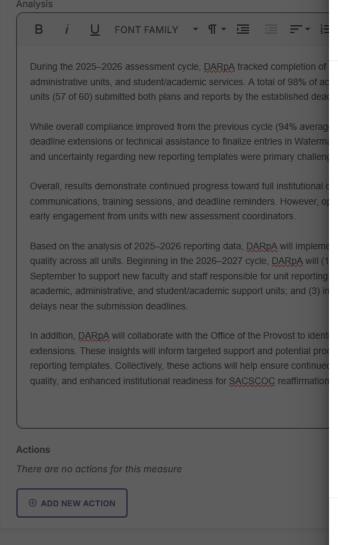
These actions aim to increase on-time submission rates to 100%, improve the accuracy and completeness of reports, and further demonstrate institutional commitment to continuous improvement and SACSCOC compliance.

#### Recommended Due Date

06/01/2027



CANCEL



Add New Action

#### Action Type

Additional Training

Change Action Type

#### Status

In Progress

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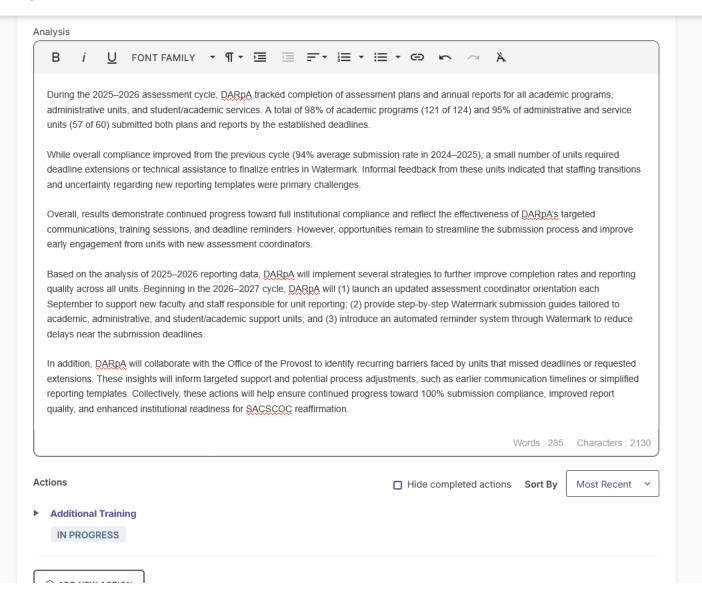
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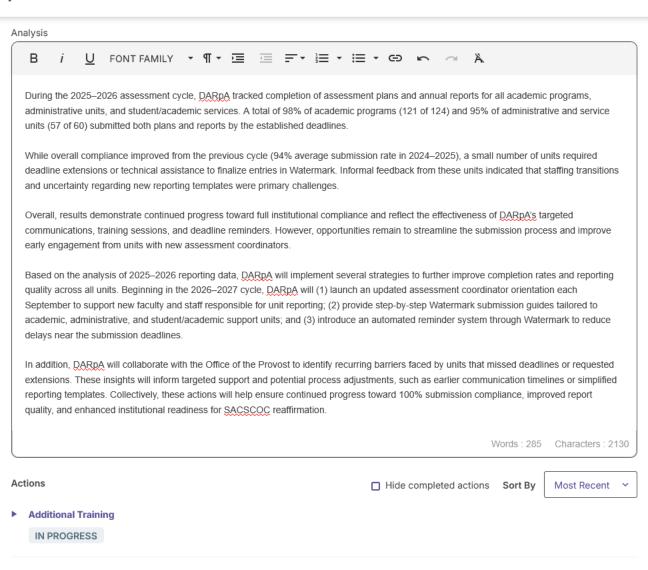
06/01/2027



CANCEL







Reporting Year: Academic Year 2025-2026 Plan Admin: Jarrod Rossi Due Date: 06/01/2026

Data, Analytics, Reporting, and Assessment

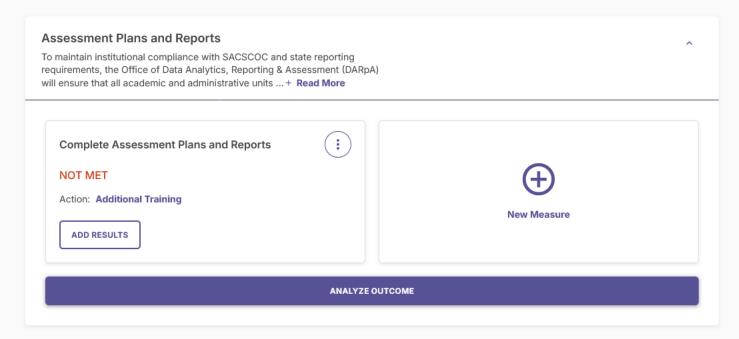
ADD/EDIT OUTCOMES

**≡** ACTIONS

REVIEW AND SUBMIT

The Assessment Report Summary is now available for this plan.

**♀** WRITE SUMMARY



REVIEW AND SUBMIT

Reporting Year: Academic Year 2025-2026 Plan Admin: Jarrod Rossi Due Date: 06/01/2026

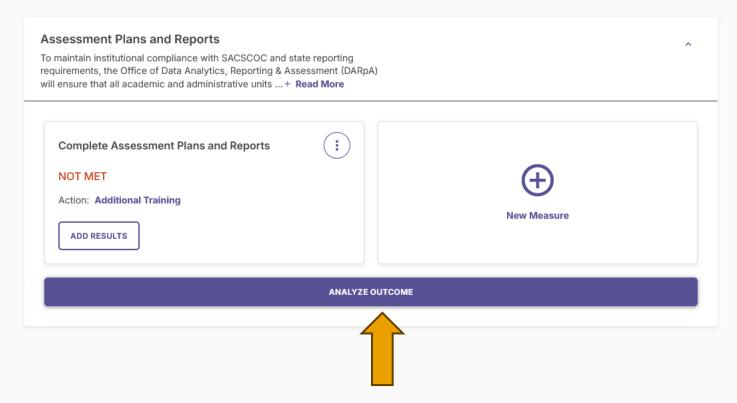
Data, Analytics, Reporting, and Assessment

ADD/EDIT OUTCOMES

**≡** ACTIONS

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**○ WRITE SUMMARY** 





Reporting Year: Academic Year 2025-2026 Plan Admin: Jarrod Rossi Due Date: 06/01/2026

REVIEW AND SUBMIT

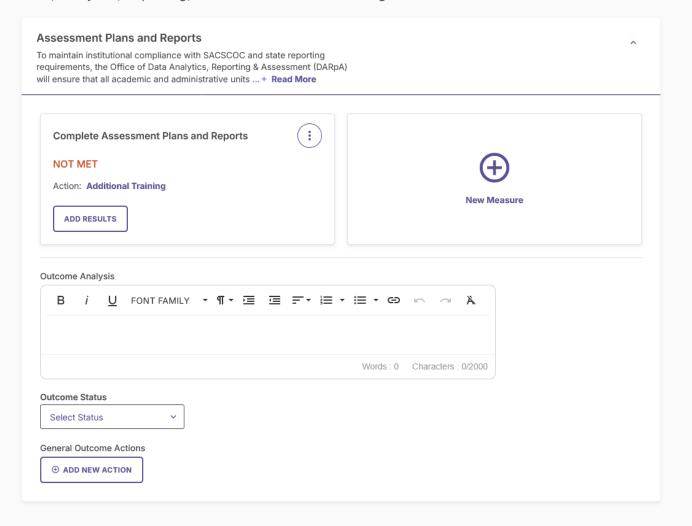
Data, Analytics, Reporting, and Assessment

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Data, Analytics, Reporting, and Assessment

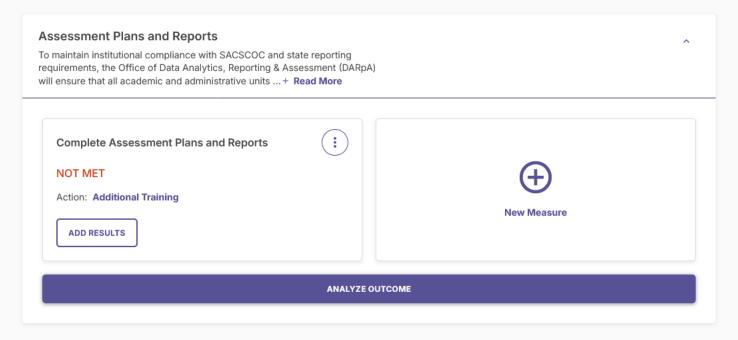


ADD/EDIT OUTCOMES

**≡** ACTIONS

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**♀** WRITE SUMMARY



Reporting Year: Academic Year 2025-2026 Plan Admin: Jarrod Rossi Due Date: 06/01/2026

EDIT



Data, Analytics, Reporting, and Assessment

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2025-2026 ADMINISTRATIVE UNIT ASSESSMENT PLANS AND REPORTS

## **Data, Analytics, Reporting, and Assessment**

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Academic Year 2025-2026

Data, Analytics, Reporting, and Assessment NonLearning Outcomes

### Assessment Plans and Reports

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MEASURES	RESULTS	ACTIONS
Complete Assessment Plans and	NOT MET	Additional Training
Reports	Analysis  During the 2025–2026 assessment cycle,	IN PROGRESS
To ensure compliance and promote continuous improvement, DARpA and the Director of University Assessment will maintain accurate counts of completed assessment plans and	DARpA tracked completion of assessment plans and annual reports for all academic programs, administrative units, and student/ academic services. A total of 98% of	To strengthen institutional compliance and improve reporting consistency, DARpA will implement the following actions during the 2025–2026 assessment cycle:

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Data, Analytics, Reporting, and Assessment

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2025-2026 ADMINISTRATIVE UNIT ASSESSMENT PLANS AND REPORTS

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Academic Year 2025-2026

Data, Analytics, Reporting, and Assessment NonLearning Outcomes

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Complete Assessment Plans and	NOT MET	Additional Training
Reports	Analysis  During the 2025–2026 assessment cycle,	IN PROGRESS
To ensure compliance and promote continuous improvement, DARpA and the Director of University Assessment will maintain accurate counts of completed assessment plans and	DARpA tracked completion of assessment plans and annual reports for all academic programs, administrative units, and student/ academic services. A total of 98% of	To strengthen institutional compliance and improve reporting consistency, DARpA will implement the following actions during the 2025–2026 assessment cycle:

Reporting Year: Academic Year 2025-2026 Plan Admin: Jarrod Rossi Due Date: 06/01/2026





Data, Analytics, Reporting, and Assessment

