DEPARTMENTAL ASSESSMENT PLAN

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DEPARTMENT:

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YEAR:

SECTION I:Mission, Outcomes, Goals, Assessment Cycle

**Unit Mission**

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**Assessment Cycle**

Add your Learning Outcomes (LOs) and Operational Outcomes (OOs) in each row, then place an X in the year(s) you plan to assess each outcome. You should plan to assess 2-3 outcomes annually. Each outcome should be assessed on a rotating basis, typically on a 3-4 year cycle.

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| **Outcomes:** | **2021-2022** | **2022-2023** | **2023-2024** | **2024-2025** | **2025-2026** |
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**Annual Goals**

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SECTION II: Assessment Plan

Please complete the outline below with the specific plans your department has discussed for how the outcomes scheduled to be assessed this year will be measured and analyzed.

**I. Outcome**

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**Method of Assessment**

Describe the tool(s) (e.g. survey, focus group, document analysis) that will be used to assess the outcome

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**Participation**

Goal for number of individuals who will participate in the assessment

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**Selection Criteria**

How will these individuals be selected (e.g. student leaders, first year students, random sample, etc.)?

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**Analysis**

How will your department analyze the data?

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|  |

**Timeline**

When will the data collection and analysis occur?

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**To Do List**

What items need to be completed to assess this outcome, and who is responsible for their completion?

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**II. Outcome**

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**Method of Assessment**

Describe the tool(s) (e.g. survey, focus group, document analysis) that will be used to assess the outcome

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**Participation**

Goal for number of individuals who will participate in the assessment

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| --- |
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**Selection Criteria**

How will these individuals be selected (e.g. student leaders, first year students, random sample, etc.)?

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**Analysis**

How will your department analyze the data?

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| --- |
|  |

**Timeline**

When will the data collection and analysis occur?

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**To Do List**

What items need to be completed to assess this outcome, and who is responsible for their completion?

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**III. Outcome**

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**Method of Assessment**

Describe the tool(s) (e.g. survey, focus group, document analysis) that will be used to assess the outcome

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**Participation**

Goal for number of individuals who will participate in the assessment

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|  |

**Selection Criteria**

How will these individuals be selected (e.g. student leaders, first year students, random sample, etc.)?

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**Analysis**

How will your department analyze the data?

|  |
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**Timeline**

When will the data collection and analysis occur?

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**To Do List**

What items need to be completed to assess this outcome, and who is responsible for their completion?

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SECTION III: Assessment Report

The fields below are intended to help you complete the fields within Xitracs where all final reporting must be submitted. From this template, you can copy/paste the information into the applicable fields.

**I. Outcome**

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**Measure**

The Measure section must include answers to the following:

**Method of Assessment**

Describe the tool (e.g. survey, focus group, document analysis) that was used to assess the outcome. If you used multiple tools, add additional measurement sections within Xitracs (under Measure, click on “add new”).

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**Participation**

How many individuals participated in the assessment tool?

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**Selection Criteria**

How were these individuals be selected?

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**Data Collected**

Provide a summary of the results. Additionally, you can upload supporting document(s).

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**Analysis of Data**

How did your department analyze the data? What does the data indicate about attainment of the outcome? Include longitudinal data analysis of this outcome.

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**Improvements Based on Analysis**

Describe the actions the department has taken or will take to improve attainment of the learning outcome. This should be specific and directly related to the results of the assessment. Examples could include changes made to a program, improvements in planning, a redesign of outcomes, reworking the assessment tool, etc. This is the most significant section of your assessment report.

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**II. Outcome**

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**Measure**

The Measure section must include answers to the following:

**Method of Assessment**

Describe the tool (e.g. survey, focus group, document analysis) that was used to assess the outcome. If you used multiple tools, add additional measurement sections within Xitracs (under Measure, click on “add new”).

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**Participation**

How many individuals participated in the assessment tool?

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**Selection Criteria**

How were these individuals be selected?

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**Data Collected**

Provide a summary of the results. Additionally, you can upload supporting document(s).

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**Analysis of Data**

How did your department analyze the data? What does the data indicate about attainment of the outcome? Include longitudinal data analysis of this outcome.

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Describe the actions the department has taken or will take to improve attainment of the learning outcome. This should be specific and directly related to the results of the assessment. Examples could include changes made to a program, improvements in planning, a redesign of outcomes, reworking the assessment tool, etc. This is the most significant section of your assessment report.

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**III. Outcome**

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**Measure**

The Measure section must include answers to the following:

**Method of Assessment**

Describe the tool (e.g. survey, focus group, document analysis) that was used to assess the outcome. If you used multiple tools, add additional measurement sections within Xitracs (under Measure, click on “add new”).

|  |
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**Participation**

How many individuals participated in the assessment tool?

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**Selection Criteria**

How were these individuals be selected?

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**Data Collected**

Provide a summary of the results. Additionally, you can upload supporting document(s).

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**Analysis of Data**

How did your department analyze the data? What does the data indicate about attainment of the outcome? Include longitudinal data analysis of this outcome.

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**Improvements Based on Analysis**

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