

# Annual Assessment Guidelines Administrative Units

## Assessment Report

**Program Goal:** What was the program goal that drove the assessment activities this past year? This goal is a statement of what the program wants to accomplish or become over the next several years in terms of staff development, service or co-curricular initiative.

**Outcome:** Relating to the stated program goal, on which program outcome did this past year's assessment project focus? Outcomes describe measurable expected results.

**Assessment Methods Used and Criteria for Success:** Describe the methods used to measure student learning or program effectiveness in terms of this outcome and the processes and criteria used to analyze the results. Address in this section any limitations that need to be taken into account.

**Summary of Results and Conclusions Drawn:** Briefly summarize the results and their implications.

**Use of Results:** Describe the strategies for improvement that will be implemented as a result of the conclusions that were drawn. Did the results of this year's assessment activity suggest an assessment activity for next year?

## Assessment Plan

**Program Goal:** What program goal will drive the assessment activities this coming year? This goal is a statement of what the program wants to accomplish or become over the next several years in terms of staff development, service, or a co-curricular initiative.

**Outcome:** Which administrative outcome will be the focus for this year's assessment project? Examples of administrative outcomes are described below.

- What a unit intends to accomplish in terms of a level or volume of activity. *Example:* number of payroll transactions processed.
- Efficiency of the unit's processes. *Example:* departmental cost per purchase order.
- Compliance with external standards. *Example:* maintain financial accountability with state government, Federal grantors, and private funding entities.
- The ability of customers after services have been utilized. *Example:* faculty's ability to utilize lab equipment after completing training by computing services.
- Customer satisfaction at the institution, unit, or specific offered service level. *Example:* students will be satisfied with library circulation services.

**Assessment Methods and Criteria for Success:** Describe assessment methods to be used and the criteria for success. To come up with the specific measure for your outcome, ask the following questions:

- What will provide us with this information?
- How will we know if this is being accomplished?
- What kind of data can we use to show that we are attaining this outcome?
- How will the assessment be accomplished?
- Who will take part?
- When will assessment activities take place?
- How should the unit perform on the means of assessment if it is operating as it should be?

You must have some proposed data target upon which you can judge your success. It gives the department a goal for performance and helps ensure that assessment results are used to make improvements.

**Planned Use of Results:** Describe how your results will be used to make improvements.