2014-15 Outcomes Assessment Report
Administrative and Academic/Student Support Units

The chart below indicates the key components of the assessment process, definitions of those components, and outlines steps for assessment reporting.

Mission Statement	Goals	Outcomes	Assessments	Targets	Findings	Action Plan
Brief description of the unit	Broad statement	Specific statement	Brief description of the assessment method	Specific and quantifiable criterion	Results of the specified assessment	Brief description of the implication of the assessment results for the unit
Includes its purpose, areas of service, and clients served	Describes the long-range achievements of the unit	Describes the result or impact that a critical function/ service/process will produce or student competency achieved	Describes the process used to gather data to measure the unit's performance and the quality of its work	Sets the minimum acceptable performance standard	Provides evidence whether the target was achieved	Describes "closing the loop" with clear, specific next steps for the unit in response to the findings
Aligns with UofL's mission	Used for general planning	Addresses a desired level of productivity or achievement	Aligns to a specific outcome	Aligns to a specific measure	Aligns to a specific target	
	Starting point to the development and refinement of an outcome	Is measurable and aligns to a specific goal				
Steps for Assessment Reporting						
Write a clear and concise statement	Identify at least 3 goals but no more than 5 goals	Identify at least 1 outcome per goal	Identify at least one assessment method for each outcome	Identify a target for each assessment method	Identify a finding for each assessment method	Identify each unmet performance target and indicate action for improvement
Describe the unit's purpose	Describe what the unit will achieve for each goal	Describe the results that will be accomplished by the unit for each outcome	Provides specific description of the identified assessment and how it will measure the results for each outcome	Indicates the appropriate threshold for achievement of each outcome assessed.	Indicate the results from the assessment for each outcome	If all targets were met, describe how the expected level of performance will be increased to facilitate continuous program improvement
Identify any unique features and specific population(s) served by the unit	Serves as a starting point to develop outcomes	Ensure that the outcome is measurable	Examples: Surveys, benchmarking, industry standards	Can be expressed as a %, a number, a rating, a range of scores	Indicate whether target was met for each assessment.	This provides the evidence of improvement based on analysis of results
Align the unit's mission to the university's mission	Align each goal to a the unit's mission	Align each outcome to a specific goal	Align each assessment to a specific outcome	Align each target to an assessment	Align each finding to a target	This is "closing the loop"