**Departmental Assessment Plan Template**

Updated October 5, 2018

**Basic overview of department**

*Department Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Name of person developing Assessment Plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Version History:** Assessment Plans are living documents. It is important to track changes made to have a better idea of the evolution of the document.

*Version Number(s), Date(s) updated, initials of individual making changes:*

1. *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
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**Part One: Mission and Vision Statements for the Department**

Develop or indicate your departmental mission and vision by answering the questions: why does my department exist, and what does the department want to be? The statements should correspond with the divisional mission and value to some degree.

***Divisional Mission:*** Cultivate student growth and leadership by providing opportunities that enrich students’ academic experiences, improve retention and graduation, and enhance the quality of students’ lives, while equipping them to lead in a diverse, multicultural world (rev 2018).

***Divisional Vision:*** To provide outstanding service to students and to be regarded as one of the premier metropolitan Student Affairs programs (rev 2018).

***Departmental Mission***: *Why does the department exist?*:

***Departmental Vision***: *What does the department want to be?*:

**Part Two: Departmental Goals**

***List of Goals.*** Goalsshould relate to the mission and vision statements of your departments. They should answer the question: *What needs to be achieved to demonstrate success?*

**Part 3: Outcomes, evaluation methods, and predicted action plans (PLEASE READ CAREFULLY):**

**Outcomes** should be related to your goals and answer the question: *what should happen as a result of students interacting with the department?*

**There are several different types of outcomes:**

***Operational Outcomes:*** high-level measures that reflect how the department operates

e.g., count of programs, count of student served, number of programs, etc

***Student Success Outcomes:*** a subset of operational outcomes that reflect student success measures

e.g., retention rates, graduation rates, etc

***Learning Outcomes:*** what students will gain from interacting with the department

e.g., As a result of interaction, students will be able to [fill in the blank]

**Further, outcomes can be assessed as a result of different levels of activity:**

***Daily operations outcomes:*** what may results from offering your basic service?

e.g., counting the number of student served

***Service outcomes:***what should result if your service is offered effectively?

e.g., high levels of satisfaction

***Program outcomes:***what should result from specific programs?

e.g., After attending X program, students will be able to/ [fill in the blank]

**For each outcome, also include the following information:**

* 1. ***Corresponding measure:***
     1. *How will the outcome be measured?*
     2. *What tool will be used? Does a tool need to be developed?*
  2. ***Timeline for data collection:*** 
     1. *How will the data be collected?*
     2. *When will the data be collected?*
  3. ***Target:***
     1. *What results would suggest that the outcome has been met?*
     2. *Is there a theoretical reason that this target is meaningful?*
  4. ***Data analysis:***
     1. *Once the data is collected, are there any transformations that need to be done so that it accurately addresses the outcome?*
     2. *Will counts be used? Will you aggregate data to compare groups?*
     3. *Are statistical analyses necessary? If so, which ones?*
  5. ***Action plan:*** (IF THESE DO NOT DIFFER; ask yourself whether this is worth measuring)
     1. *What will you do if the target is met:*
     2. *What will you do if the target is not met:*
  6. ***If cyclical assessment desired:***
     1. *What timeline is reasonable to implement changes and reassess? Estimates are okay!*

**Outcome 1**

**Outcome:**

**Corresponding measure:** *How will the outcome be measured? What tool will be used? Does a tool need to be developed?*

**Timeline for data collection:** *How will the data be collected? When will the data be collected?*

**Target:** *What results would suggest that the outcome has been met? Is there a theoretical reason that this target is meaningful?*

**Data analysis:** *Once the data is collected, are there any transformations that need to be done so that it accurately addresses the outcome? Will counts be used? Will you aggregate data to compare groups?*

*Are statistical analyses necessary? If so, which ones?*

**Action plan:** (IF THESE DO NOT DIFFER; ask yourself whether this is worth measuring)

*If target is met:*

*If target is not met:*

**If cyclical assessment desired:** *What timeline is reasonable to implement changes and reassess? Estimates are okay!*

**Results** (following the completion of assessment, give a brief summary of results: were your targets met? Which action plan will you implement? Over what period of time will you implement that plan? Does this need to be reassessed? If so, when?)**:**

**Outcome 2**

**Outcome:**

**Corresponding measure:** *How will the outcome be measured? What tool will be used? Does a tool need to be developed?*

**Timeline for data collection:** *How will the data be collected? When will the data be collected?*

**Target:** *What results would suggest that the outcome has been met? Is there a theoretical reason that this target is meaningful?*

**Data analysis:** *Once the data is collected, are there any transformations that need to be done so that it accurately addresses the outcome? Will counts be used? Will you aggregate data to compare groups?*

*Are statistical analyses necessary? If so, which ones?*

**Action plan:** (IF THESE DO NOT DIFFER; ask yourself whether this is worth measuring)

*If target is met:*

*If target is not met:*

**If cyclical assessment desired:** *What timeline is reasonable to implement changes and reassess? Estimates are okay!*

**Results** (following the completion of assessment, give a brief summary of results: were your targets met? Which action plan will you implement? Over what period of time will you implement that plan? Does this need to be reassessed? If so, when?)**:**

**Outcome 3**

**Outcome:**

**Corresponding measure:** *How will the outcome be measured? What tool will be used? Does a tool need to be developed?*

**Timeline for data collection:** *How will the data be collected? When will the data be collected?*

**Target:** *What results would suggest that the outcome has been met? Is there a theoretical reason that this target is meaningful?*

**Data analysis:** *Once the data is collected, are there any transformations that need to be done so that it accurately addresses the outcome? Will counts be used? Will you aggregate data to compare groups?*

*Are statistical analyses necessary? If so, which ones?*

**Action plan:** (IF THESE DO NOT DIFFER; ask yourself whether this is worth measuring)

*If target is met:*

*If target is not met:*

**If cyclical assessment desired:** *What timeline is reasonable to implement changes and reassess? Estimates are okay!*

**Results** (following the completion of assessment, give a brief summary of results: were your targets met? Which action plan will you implement? Over what period of time will you implement that plan? Does this need to be reassessed? If so, when?)**:**

**Summary**

1. **Materials needed to collect data:**
   1. *Outcome 1:*
   2. *Outcome 2:*
   3. *Outcome 3:*
2. **Date data collection will start:**
   1. *Outcome 1:*
   2. *Outcome 2:*
   3. *Outcome 3:*
3. **Date data collection will stop:**
   1. *Outcome 1:*
   2. *Outcome 2:*
   3. *Outcome 3:*
4. **Data needed and where is that data housed?** (if there is overlap, only include data under one outcome)**:**
   1. *Outcome 1:*
   2. *Outcome 2:*
   3. *Outcome 3:*
5. **Deadlines for analyses:**
   1. *Outcome 1:*
   2. *Outcome 2:*
   3. *Outcome 3:*
6. **Deadline for 17-18 Annual Report:**