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| Unit Assessment Plan Template |

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| **Status:** | Draft  This field will be completed by the Unit Administrator. |
| **Department/Unit name:** | Department |
| **Identifier:** | Assessment Plan |
| **Assessment cycle starts:** | 7/1/2013  The time frame associated with achieving the expected goals. The cycle for the current process will end June 30, 2020 |
| **Assessment cycle ends:** | 6/30/2020 |
| **Unit Mission:** | Provide the unit mission statement developed within the context of divisional and institutional expectations. |
| **Unit Goals & Related Objectives/Outcomes:** | Each unit identifies two or three unit-level goals related to divisional/institutional goals and at least one intended objective/outcome for each unit-level goal.   |  |  | | --- | --- | | Goals | Objectives/Outcomes | |  |  | |  |  | |  |  | |  |  | |
| **Unit Objectives/Outcomes & Description of Related Measures:** | Each unit defines intended objectives/outcomes for each unit-level goal. Measures are the approaches used to conduct the assessment of the unit in achieving each objective. Collection and analysis of assessment data must occur annually. However, not all measures need to be collected each year. The collection timetable should be identified for each measure.   |  |  |  | | --- | --- | --- | |  | Measure 1 Brief Description of Measure | Measure 2 Brief Description of Measure | | Outcome1 |  |  | | Outcome2 |  |  | | Outcome3 |  |  | | Outcome4 |  |  | |
| **Unit Objective/Outcome Targeted Performance Level:** | Targeted performance level(s) for achievement of each measure should be identified. The targeted performance level is the percentage of data that must be at the “meets expectations" and "above” scoring levels according to the measure's assessment rubric in order to demonstrate that the learning outcome has been achieved.   |  |  |  | | --- | --- | --- | | Objectives/Outcomes | Measure 1  Targeted Performance Level | Measure 2  Targeted Performance Level | | 1.1 |  |  | | 1.2 |  |  | | 2.1 |  |  | | 2.2 |  |  | | 3.1 |  |  | | 3.2 |  |  | |
| **Unit Outcomes/Objectives & Collection Cycle:** | The cycle associated with the collection and analysis for each measure should be provided. Data collection and data analysis occur annually. Indicate how often data are to be collected for each measure.   |  |  |  | | --- | --- | --- | |  | Measure 1 Collection Cycle | Measure 2 Collection Cycle | | Outcome1 |  |  | | Outcome2 |  |  | | Outcome3 |  |  | | Outcome4 |  |  | |
| **Budget:** | Not required at this time.  This information is not required at this time.   |  |  |  | | --- | --- | --- | |  | Budget Amount | Description | | Outcome1 |  |  | | Outcome2 |  |  | | Outcome3 |  |  | | Outcome4 |  |  | |
| **Organizational Unit:** | Institution |
| **Individual Entering Information:** |  |
| **Progress:** | This field will be completed by the Office of Assessment. |