

Reference: 8.2C: Academic and Student Services

Assessment Plan Quick Reference Guide

Unit Outcomes

Unit Outcomes	<ol style="list-style-type: none">1. (3) Outcomes statements.2. A desired effect of an event, activity, department experience, etc. that is specific and measurable. Outcomes are more specific than goals.
Assessment Measures	<ol style="list-style-type: none">1. (2) Measures per unit outcome.2. Quantitative assessment measures or qualitative assessment measures.
Evaluation Tools	<ol style="list-style-type: none">1. Tool used to assess the measure.
Performance Targets	<ol style="list-style-type: none">1. The desired performance levels.
Results and Analysis	NOT INCLUDED IN THE ASSESSMENT PLAN
Improvement Plans	

Example:

Unit Outcome: *Purchasing accurately processes purchase orders.*

Assessment Measure: *Accuracy.*

Evaluation tool: *Checklist.*

Performance Target: *At least 85% of Purchasing's purchase orders processed in the fall and spring will be accurate.*