

**UAC Assessment Plan Format for Service Units
Plan for Assessing Services Provided**

Unit/Program _____

Division / College _____

Author(s) of the Plan _____

- A. To facilitate understanding of your assessment plan, provide a brief overview of your program.

- B. Include the following from your strategic plan:
 - 1. Unit Mission Statement
 - 2. Vision
 - 3. Values
 - 4. Goals with their respective objectives (that reflects mission, vision and values)

- C. Body of the Plan
 - 1. Overview of the Assessment Plan, including when, during the next 3 years, all of the objectives listed above will be phased into the program's assessment plan.
 - 2. 1st Goal (that reflects mission, vision and values)
 - a. Objective (Measurable outcome derived from goal, with at least 2 for each goal.)
 - (1) List of measures to evaluate objective (at least 2 per objective)
 - (2) Procedure for data collection and analysis
 - (a) timeline for data collection and analysis
 - (b) person/position responsible for data collection and analysis
 - (3) Anticipated use of findings (for example, curriculum/program revisions)
 - b. Objective
 - (1) List of measures to evaluate objective
 - (2) Procedure for data collection and analysis
 - (a) timeline for data collection and analysis
 - (b) person/position responsible for data collection and analysis
 - (3) Anticipated use of findings
 - 3. 2nd Goal
 - a. Objective
 - (1) List of measures to evaluate objective
 - (2) Procedure for data collection and analysis
 - (a) timeline for data collection and analysis
 - (b) person/position responsible for data collection and analysis
 - (3) Anticipated use of findings
 - b. Objective
 - (1) List of measures to evaluate objective
 - (2) Procedure for data collection and analysis
 - (a) timeline for data collection and analysis
 - (b) person/position responsible for data collection and analysis
 - (3) Anticipated use of findings
 - 4. [Repeat for Additional Goals and Objectives included in your Assessment Plan]