

UAC Assessment Plan Instructions for Service Units Plan for Assessing Services Provided

Preface:

Assessment is the process of seeking, evaluating, reflecting upon data, and making changes in order to foster continuous improvement of services provided by the Service Unit. All staff members within a program should be involved in development of the program's assessment plan and discussion of the results of plan implementation. A complete assessment plan includes multiple goals, objectives and measurement tools. When developing and documenting an assessment plan, use these instructions and the Assessment Plan Format.

Goals and Objectives:

1. Document a minimum of 2 goals which are congruent with program mission, vision and values. Goals do not need to be measurable.
2. For each goal, document a minimum of 2 objectives, which are measurable outcomes derived from the goal.

Measures:

1. For each objective, document at least 2 measures to be used to assess the objective.
2. Direct measures, which focus on the subject completing a task or activity related to program objectives, are a preferred method for data collection; however, indirect measures may also be incorporated.
3. Frequently, one measure may be used to assess more than one objective.

Assessment plans are due to the University Assessment Committee by May 1, 2006.

(Reference: University Assessment Committee, Assessment Philosophy and Policies, UAS Endorsed 4/22/2005)