

Stephen F. Austin State University
ADMINISTRATIVE SUPPORT UNITS
Materials to Collect for TracDat Assessment Plans and Results

Plan Data & Materials

1. Unit objectives
That is, what will the unit accomplish?
2. Method of assessment for **each** objective
For example, will the unit use a survey, self-assessment data, etc?
3. Criteria for success for **each** objective
That is, at what level does the unit consider the objective achieved? 85% level of satisfaction on a constituent survey? 75% of tasks completed in a timely manner, 90% attendance rate of staff, etc?
4. Schedule for assessment for **each** method of assessment for **each** objective
For example, when is the survey administered, when is the task evaluation completed, or when is the attendance rate data collected? Will the activity occur every term, every summer, every odd numbered fall, etc?

Results Data & Materials

1. Result
Summarize the aggregate results for **each** method of assessment for **each** objective.
2. Result date
Record the date for **each** assessment for **each** objective.
3. Result Type
Determine conclusions for **each** assessment for **each** objective based on the assessment results: Criterion Met, Criterion Not Met, Inconclusive.
4. Action Status
Determine the status of your plan for **each** assessment for **each** objective: No Action Required, Implement Action Plan, Inconclusive
5. Plan of action to use results
Describe how the unit plans to use the results for **each** method of assessment for **each** objective. What changes or improvements will be made to the unit?
6. Provide follow-up report for previous results
Compare current results with previous results and address success of changes based on assessment results.

Suggested Attached Documents

1. Frequency table with assessment results
For each assessment for each objective, provide record of assessment data.
2. Copy of assessment instrument
For each assessment for each objective, attach an electronic version (either a scanned document or the Word, Excel, etc. document) of the assessment instrument.
3. Copy of evaluation criteria, rubrics, etc.
For each assessment for each objective, attach scanned documents or original Word, Excel, etc. documents.