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.