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| ***Assessment Plan***  ***Year:*** |

**Department Information**

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| ***Department/Area:*** | ***Department Members:*** |
|  |  |
| ***Department/Area/Role:*** | **Stakeholders:** |
|  |  |

**Institution Mission**

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**Department Mission/Purpose Statement**

*Mission statement or purpose should be in alignment with the institution’s mission, and related to*

*general standards of your discipline or governing association (i.e. – NACADA, NACE, CAS, HLC etc.)*

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**Department’s Signature Activities**

*These are the core (categories of) activities, programs, and/or services offered by your department/area.*

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| #1: |
| #2: |
| #3: |
| #4: |
| #5: |

**Learning Outcomes (LOs)**

*Learning outcomes are results-oriented; these are what students will know, think, or be able to do as a result of your programs, activities, and/or services.*

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| LO #1: |
| LO #2: |
| LO #3: |
| LO #4 |
| LO #5: |

**Measures for Signature Activities and Outcomes**

*For each signature activity, note the learning outcome(s) that are addressed by it, as well as*

|  |  |  |
| --- | --- | --- |
| **Signature Activity** | **Connection with Learning Outcome(s)** | **Measurement of Learning Outcome(s)** |
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Good assessment efforts require adequate time for planning, implementation, and reporting the results. As you think of measures and activity timelines for objectives and outcomes, consider the following general timeframe information for each step in the assessment process (may vary per area and/or measure):

* Planning your assessment project: *1-2 weeks*
* Developing your assessment measure/instrument: *2-3 weeks*
* Collecting your data: *Varies based on method*; *1 week – 8 months*
* Analyzing your results: qualitative 2*-4 weeks*; quantitative *1-3 weeks*
* Creating your assessment report: *1-3 weeks*
* Sharing results and taking action: *Varies; budget time at least to review content and strategize*

Communicating Results

* With whom will you share information?
* How do your various audiences influence the approach?
* What communication formats will you use?

Action Plan

* How do the data collected and your analysis influence future assessment initiatives?
* How will you use the data gathered to make decisions regarding Signature Activities?