

**Assessment Template
Spring 2021**

1. Goal (s)

Identify Operational and/or Learning goals that require an assessment component. A goal is an end result written in broad terms.

Operational

Improve customer service, intended impact on student development, results of program, quality of service, etc.

Learning

What knowledge or skill will be acquired, attitudes/perceptions affected, criteria met? Learning Outcomes are statements of what is expected students, faculty, staff, or others will be able to do as a result of participating in a learning activity that could be a class, project, educational program, etc.

2. Measurable Outcome(s).

Identify measurable outcomes for each goal.

Outcomes should be specific, identifiable and clearly and succinctly stated.

What specific observable effects or changes do you anticipate will be seen as a result of the program activities described in the goal? Begin with the end in mind. What would you like your findings to show?

3. Evaluation Strategy

Describe specific assessment/data collection methods used and timetable for implementation to evaluate the degree to which outcomes are being achieved such as a survey, focus group, interviews, observation, document review, etc.

Direct methods (work samples, journal, portfolios, observations of behavior, internal review, evaluations of performance, etc.) require program participants to display their knowledge or skills. Indirect methods (surveys, focus groups, exit interviews, tracking, etc.) ask program participants to reflect on their learning rather than to demonstrate.

4. Method of Disseminating and Using Information for Improvement

Identify methods of disseminating and using information for improvement. How do you plan to report out? Describe the manner in which data is to be utilized—e.g. monthly/quarterly meetings, annual retreat, etc.

5. Summary of Results

Write a summary of the results. What did you learn? Include date of assessment, description of important results, interpretation and decisions made based on the data. If no changes justify continuation of current practice.

6. What Did You Learn?

Describe the results based on what you learned from the assessment.

7. Actions Taken

Describe changes in operational focus, resource allocation, rules/procedures, etc. that were made because of the data/results obtained. If no actions taken justify continued practice.

Document decisions made as a result of assessment. How, if at all, did you use the information to modify a program, discontinue a service, change a process/policy, etc.

