

## **Administrative and Educational Support Outcomes**

### **Revision Checklist**

(To be used when revising outcomes and assessment methods/measures)

#### **Mission Statement:**

- \_\_\_\_\_ Is the mission statement clearly stated?
- \_\_\_\_\_ Is the mission statement specific to the department/unit?
- \_\_\_\_\_ Does the mission statement define the core purposes of the department/unit?

#### **Outcomes:**

- \_\_\_\_\_ Are at least three outcomes presented?
- \_\_\_\_\_ Do the outcomes focus on issues that are pertinent and important to the department/unit, *as specifically defined in the mission statement*?
- \_\_\_\_\_ Do the outcomes concentrate on key areas where outcomes assessment will enable the department/unit to improve, with a focus on *the end result* and not the means to get there?
- \_\_\_\_\_ Is it possible to measure achievement of the outcomes?
- \_\_\_\_\_ Do the outcomes clearly articulate the intended result or benefit?
- \_\_\_\_\_ If applicable, do revisions to outcomes align with last year's action plans?

#### **Methods/Measures:**

- \_\_\_\_\_ Are there two methods/measures provided for *each* outcome?
- \_\_\_\_\_ Do the methods/measures selected align with the intent of the outcome?
- \_\_\_\_\_ Do the methods/measures address all of the following?
  - \_\_\_\_\_ WHO will be assessed (if applicable)?
  - \_\_\_\_\_ WHAT will be assessed?
  - \_\_\_\_\_ HOW the assessment will be conducted?
  - \_\_\_\_\_ WHEN will the assessment take place?
- \_\_\_\_\_ Do the methods/measures include performance targets such as percentages and numbers?
- \_\_\_\_\_ Can the methods/measures be implemented within the academic year?
- \_\_\_\_\_ Can the methods/measures be implemented in a reasonably efficient manner?
- \_\_\_\_\_ Do the methods/measures use direct, or indirect when necessary, means of acquiring data to support the outcomes?
- \_\_\_\_\_ If applicable, do revisions to methods/measures align with last year's action plans?