

# Guide for Reviewing Academic and Student Services Assessment

## Mission Statement

- Does the mission statement address key stakeholders that participate in the program and those that will benefit from the program?
- Is the mission statement clearly stated and specific to the department/unit?
- Does the mission statement define the core purposes of the department/unit?
- Does the mission statement address the most important functions, operations and offering of the program?

## Outcomes

- Are the required number of **three** outcomes present?
- Do outcomes focus on issues pertinent and important to the department/unit, *as specifically defined in the mission statement?*
- Do outcomes concentrate on areas where assessment will enable the department/unit to improve, with a focus on *the end result* and not the means?
- Is achievement of outcomes measurable?
- Do outcomes clearly articulate intended result or action?
- Are outcomes stated so that a single method can be used to measure it?
- Are outcomes written so that more than one measurement method can be used?
- Do outcomes align with last year's action plans?

## Methods

- Are there two methods/measures provided for *each* outcome?
- Do the methods/measures selected align with the intent of the outcome?
- Do methods/measures address all the following?
  - who will be assessed;
  - what will be assessed;
  - how the assessment will be conducted; and
  - when the assessment will take place?
- Do methods/measures indicate performance targets, such as percentages and numbers?
- Can methods/measures be implemented within the academic year?
- Can methods/measures be implemented in a reasonably efficient manner?
- Do methods/measures use direct, or indirect when necessary, means of acquiring data?
- Do methods/measures align with last year's action plans?

## Results

- Are results provided for each assessment method/measure?
- Do results include reflection upon and discussion of the findings amassed from the corresponding method/measure?
- Are results based on reliable and valid data collection methods?
- Do results indicate level of achievement of performance targets?
- Do results discuss implementation of prior year's action plans and how they impacted performance?
- Do results provide indicators for further improvement?

## Action Plan

- Are action plans provided for outcomes that have either declined or not improved?
- Are action plans based on findings reported in the results?
- Are action plans feasible considering available resources and time?
- Do action plans appear likely to lead to continuous improvement?

## Evidence of Improvement

- Is actual evidence of improvement described **for at least one outcome?**
- Is evidence of improvement founded in the results from year to year **for all years of available data?**
- Does the evidence summarize if and how action plans from the prior year led to further improvements for the current year?