



Institutional Effectiveness Assessment Plan Template

Program/Unit: *name of the program/unit*

Year:

Due Date:

DRC:

DRC chair:

Coordinator (s):

Reviewer(s):

Coordinator: *coordinator for the program/unit*

Participant(s): *all the participants in the assessment process*

Mission: *A brief statement of the primary purpose of the academic program or unit that includes the following elements: name of program/unit, purpose, primary functions and activities, and stakeholders (who benefits?).*

Assessment Process: *Describes the assessment strategies and how the program or unit members are involved.*

Outcome: *The objectives of the program/unit that can be defined based upon the stated goals of that program or unit. There are two kinds of outcomes: 1) Student Learning Outcomes: Statements that describe specific abilities, knowledge, values, and attitudes that the program/unit would like students, staff and faculty to possess; 2) Operational Outcomes: Statements that improve program/unit operations and processes (i.e., efficiency measures, demand, and satisfaction). See SMART Guidelines.*

Measure: *The research methods and evaluation tools used for collecting evidence of how well the expected outcome is met. Each outcome is required to have at least two measures (at least one direct measure). See MATURE Guidelines.*

Results: *Actual data or other findings from when the measure was assessed. Often includes numbers, percents, ratio, populations, sampling methods and response rates. May also include tables of data.*

Reflective Statement: *The evaluation, interpretation and/or analysis of the results reported for all measures of a specific outcome. Included in the "reflective statement" are program/unit "actions" that have been implemented or plan to be implemented relating to the stated outcome and its measures and next steps which will be included in the current assessment plan.*

Attachments: *Any evidence supporting the results stated above.*

Implemented and Planned Changes: *Actions that have been completed or are planned to be completed by the program as a result of the assessment process (for example changes to Academic Process or Curriculum)*



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Recommended number of outcomes and measures:

Undergraduate: 8 to 12 outcomes and 2 measures per outcome (at least one direct measure)

Graduate Degree Program: 3 outcome and 2 measures per outcome (at least one direct measure)

Administrative Unit: 3 outcome and 2 measures per outcome (at least one direct measure)

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