DIVISION OF STUDENT AFFAIRS ASSESSMENT PLAN

1. Department Name:

2. Staff Member(s):

3. Specific Program/Service Description:
   • Describe key functions
   • Populations served

4. Program/Service Outcomes:
   • Objectives should be measurable, meaningful, and manageable
   • When possible, objectives should be connected to the departmental mission
   • Include student learning outcomes and program outcomes as they relate to objectives

Project Specifics

5. Project Title:

6. Purpose of the project: List the assessment and/or questions

7. Assessment method:

8. Timeline/frequency:

9. Population/Sample to be assessed:

10. Incentives: If applicable: list total amount of spent, and the number and value of each incentive, as well as process for selecting winners.

11. IRB approved project?: (Yes, No)

12. Special challenges to this assessment:

Post-Assessment Considerations

13. Assessment Evaluation:
   • Describe how you will analyze the data

14. Method of reporting/sharing data:

15. With whom data will be shared:

16. How data will be used to improve current practice:

Questions to Address after Data is Collected

1. What are the implications of the data?

2. What gaps exist? What information is needed in the future?

3. What actions were taken as a result of the data?

4. How can assessments be improved in the future?