

**ASSESSMENT PLAN
QUALITY ASSURANCE CHECKLIST**

ASSESSMENT PLAN SECTION	PROBLEM AREA CHECKLIST
INTENDED OUTCOME (MEASURE)	<ul style="list-style-type: none"> • Clearly define the intended outcome. • Begin intended outcome with “The unit will...” • Ensure the intended outcome is within the unit or sub-unit’s control. • Ensure the intended outcome is written in specific, measurable, attainable, relevant, and time-bound (SMART) format. • Ensure assessment criteria, assessment findings & actions taken, and recommendations for further actions are aligned with the intended outcome. • Choose one focus area for each intended outcome. • Assess or measure mission critical new processes.
ASSESSMENT PROCEDURE (TOOLS)	<ul style="list-style-type: none"> • Identify the assessment tool that will be used to prove if intended outcome was met (ex: survey). • Upload assessment tool, if applicable (ex: survey).
ASSESSMENT CRITERIA (TARGET)	<ul style="list-style-type: none"> • Ensure intended outcome, assessment findings & actions taken, and recommendations for further actions are aligned with the assessment criteria. • Include action verb with criteria (ex: count, increase, decrease, etc.) and quantitative measure. • Ensure specific survey question is used in the assessment criteria or write an outcome that covers an aggregate percentage of survey questions, if surveys are used.
ASSESSMENT FINDINGS & ACTIONS TAKEN	<ul style="list-style-type: none"> • Ensure intended outcome, assessment criteria, and recommendations for further actions are aligned with the assessment findings & actions taken. • Include supporting evidence for all applicable assessment items. <ul style="list-style-type: none"> ○ Include Summary Report of survey from Institutional Research (IR), if survey is administered and used for intended outcome. • Ensure only relevant information is reported and is aligned with intended outcome and findings. • Describe clearly whether the findings met the intended outcome. • Include actual numbers when reporting percentages, to ensure complete frame of reference. • Use most current data available and state the applicable period.
RECOMMENDATIONS FOR FURTHER ACTIONS	<ul style="list-style-type: none"> • Ensure intended outcome, assessment criteria, and assessment findings & actions taken are aligned with the recommendations for further actions. • Identify specific strategies to improve future college operations based on assessment findings.

**ASSESSMENT PLAN
QUALITY ASSURANCE CHECKLIST**

ASSESSMENT PLAN SECTION	PROBLEM AREA CHECKLIST
<p style="text-align: center;">GENERAL RECOMMENDATIONS</p>	<ul style="list-style-type: none"> • Use professional title as opposed to names and/or personal pronouns (ex: I, we, she, he, etc.). • Coordinate sub-unit outcomes with unit outcomes to ensure alignment. • Develop 3-5 assessment items (preferred). • Consider external audiences when completing the assessment process (SACSCOC, strategic planning meetings, competitive grant opportunities). • Coordinate with Institutional Research at the beginning of the assessment period to ensure surveys contain questions to address intended outcomes, if surveys are going to be administered and assessed. • Reassess only items that require follow-up or improvement (not all items need to be reassessed annually). • Ensure grammar and spelling are correct. • Coordinate with Institutional Research at the beginning of the assessment period to determine what types of data are needed to address intended outcomes, if unit/sub-unit is not able to collect the data and needs IR assistance. • Link intended outcome to only the current fiscal year's Operational Plan goal(s). Do not change the filter and link intended outcome to a previous year's Operational Plan goal.