[UNIT OR SUB-UNIT NAME] ASSESSMENT PLAN QUALITY ASSURANCE CHECKLIST & FEEDBACK FORM 2015-16

ASSESSMENT PLAN SECTION	EXPLANATION	PROBLEM AREA CHECKLIST	ASSESSMENT PLAN FEEDBACK
INTENDED OUTCOME	• Enter the goal or what is aimed to be achieved. Ensure it is specific, measurable, attainable, relevant, and time-bound (SMART).	• Clearly define the intended outcome. • Ensure the intended outcome is written in specific, measurable, attainable, relevant, and time-bound (SMART) format. • Choose one focus area for each intended outcome. • Assess or measure mission critical or new processes. • Begin intended outcome with "The unit will…" to ensure the intended outcome is within the unit or sub-unit's control. • Include action verb with intended outcome (ex: count, increase, decrease, etc.) and quantitative measure. • Ensure assessment evidence, assessment findings, and recommendations for further actions are aligned with the intended outcome. • When assessing a specific survey question, please include the survey name, survey question number, and the survey question. (ex: The Institutional Research unit achieve 75% satisfaction (i.e. survey respondents will indicate "very satisfied" or "satisfied") on the Institutional Research Satisfaction Survey question #3 "The information was provided in a timely manner") each semester.	•
ASSESSMENT EVIDENCE	• Enter the name of the evidence or documentation that will be used to prove the intended outcome is met. (ex: Grants Satisfaction	• Enter the name of the evidence or documentation that will be used to prove if intended outcome was met (ex: Grants Satisfaction Survey Summary Report, Minger/Clery Report, Payroll Processing Manual Check Log, etc.). • Ensure assessment evidence will not contain any personal identifiable information.	•

	Survey Summary Report, Minger/Clery Report, Payroll Processing Manual Check Log, etc.).		

ASSESSMENT FINDINGS	• Enter whether or not the intended outcome was met. Upload in PDF form the evidence or documentation listed above in Assessment Evidence section which proves the intended outcome was met.	• Describe clearly whether the findings met the intended outcome. **Begin this section with, "This intended outcome was met/not met…"**
		• Include actual numbers when reporting percentages to ensure complete frame of reference.
		• Use most current data available and state the applicable period.
		• Ensure only relevant information is reported and is aligned with intended outcome and the assessment findings section. Do not include extraneous information that does not relate to the intended outcome.
		• Ensure intended outcome, assessment evidence, and recommendations for further actions are aligned with the assessment findings.
		• Upload supporting evidence or documentation in **PDF form** for all applicable assessment items. **If the source is not self-evident, cite the data source or information.**
		  o Include Summary Report of survey from Institutional Research (IR), if survey is administered and used for intended outcome.
		  o Do not upload documentation that contains any personal identifiable information. Remove personal information from documentation or describe information in narrative form.
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RECOMMENDATIONS FOR FURTHER ACTIONS	• Recommendations for the future based on assessment results.	• Ensure intended outcome, assessment evidence, and assessment findings are aligned with the recommendations for further actions. • Identify specific strategies to improve future college operations based on assessment findings.	•

GENERAL RECOMMENDATIONS WHEN DEVELOPING THE ASSESSMENT PLAN	• N/A	• Develop 3-5 assessment intended outcomes (preferred).
		 • Assess items that lead to meaningful improvement.
		 • Coordinate unit outcomes with sub-unit outcomes to ensure overall unit institutional priorities are measured appropriately.
		 • Reassess only items the following year that require follow-up or improvement.
		    • Identify assessment items that are carried over from the previous year in the Assessment Findings section (ex: This assessment item is continued from 2014-2015).
		    • Identify assessment items that will be continued next year in the Recommendation for Further Actions section (ex: This assessment item will be continued in 2016-2017).
		 • Consider external audiences when completing the assessment process (SACSCOC, strategic planning meetings, competitive grant opportunities, etc.).
		 • Coordinate with Institutional Research at the beginning of the assessment period to ensure surveys contain items to address intended outcomes, if surveys are going to be administered and assessed.
		 • 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.
		 • When creating assessment items in Compliance Assist, please number assessment items consecutively beginning with #1.
		 • Use professional title as opposed to names and/or personal pronouns (ex: I, we, she, he, etc.).
		 • Ensure grammar and spelling are correct.
		 • Do not use acronyms. Spell out the meaning of the acronym.
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