

Assessment Plan Template

This template is a guide to the development of an outcomes-based assessment plan and may be formatted or arranged as needed. However, the use of all elements makes for the most comprehensive and supportable assessment plan.

Department/Program/Activity Name

- List **the primary** contact person for this assessment **plan and his/her** contact information

Department/ Program/Activity Mission or Purpose

- A **concise** statement about **the mission** or purpose

Goals and/or Objectives

- **Broad, general** statements about what the **department, program, or activity** is to **accomplish** for its stakeholders
- Articulate or at **least** consider **how** the **goals/objectives align** with the department, **division, college or university's** mission
- **Identify** your **stakeholders and, if applicable, how they were involved** in **drafting** your

goals/objectives

Outcomes

- **Detailed, specific** and measurable statements that are **derived** from the **goals and articulate** what **the end result of an activity, course or program** is.
- Include student learning, program, process and performance outcomes as appropriate

Strategies for Delivering Outcomes

- Provide a statement of **the strategies** used to produce the outcomes (**workshops, lectures, service learning activities, program development, etc.**)

Assessment/Evaluation Methods

- Provide a statement of the methods used to evaluate **each** outcome
- **Use a variety of methods** (qualitative and quantitative, direct and indirect)
- **include the criteria or indicators** of success for each outcome
- Add **limitations, if necessary**

Implementation of Assessment Process

- Identify who is responsible for each step in **the evaluation** process
- **Consider** resource implications **time. money, staff**
- **Outline the timeline for implementation**
- Identify **who** or what will be evaluated
- Identify other programs who are **assisting** with the **evaluation**, if appropriate
- Identify **who** is the **intended** user of the **data** that will be collected

Results

- **Summarize the results for each** outcome
- Summarize the process used to **collect** and **analyze** the data

Decisions and Recommendations

- **Summarize** the decisions/recommendations made for each outcome
- **Identify** the groups who **participated** in the discussion of the evidence that **led** to the **recommendations and decisions**
- Summarize the **suggestions for improving** the assessment process
- Identify when **each** outcome will **be** evaluated **again** (if **the** outcome is to be **retained**)
- **Identify** those **responsible** for **implementing** the **recommended changes**

Adapted from the **Scholarship of Assessment Think Tank, Template for Evidence-Based Decision-Making,**
Texas
A&M University. Updated

