



Academic Program (Non-Instructional) Assessment Plan Instructions

The purpose of this document is to assist Department Chairs in constructing their Non-Instructional Assessment Plans.

Each department will complete a Non-Instructional Assessment Plan

The sections of the Academic Program Assessment Plan include the following:

Mission	Due March 22, 2019
Learning Outcomes	Due March 22, 2019
Assessment Plan	Due March 22, 2019
Assessment Findings	Due May 22, 2019
Operational Plan	Due May 22, 2019

Mission

The first step in completing your assessment plan is to identify a mission statement appropriate for your department. This may be similar to the mission of your degree programs.

Ex:

The Department of Sandbox Building is committed to the act and history of sand art and sand construction. By connecting leaders in the field of sand art construction with students, the department leverages exceptional experience and cutting-edge research to ensure that graduates are well-equipped for positions in sand art, sand construction, and sand management.

Outcomes

Outcomes are a set of outcomes that are directly tied to the mission of your program. These outcomes should speak to the administrative functions of the department including advising, student intervention, recruitment, outreach, and scholarly activity.

Each program should at least two (2) and no more than five (5) outcomes.

Ex:

- PLO 1: Students will be advised well.
- PLO 2: Students who are struggling academically will be identified and supported.
- PLO 3: The department will carry out the scholarly activity appropriate for the field of sand castle building.

Assessment Plan

For each of the outcomes selected, you will create a measure that will help you to assess the degree to which your outcome is being met. Outcomes can be measured by a variety of methods (surveys, measuring time to completion, incident reporting, etc.) For your chosen outcome, please select one data stream that can be used to measure the unit's ability to meet the chosen outcome.

Ex: Student Advising

You will also need to give a brief description of the activity or data source.

Ex: Students will be given a short questionnaire after meeting with our departmental advisor. The questionnaire will ask three questions related to advising. One of the questions will be "Do you think you were advised properly?" Students will answer on a five-point likert scale (strongly disagree, disagree, neutral, agree, strongly agree).



You will then select an “acceptable” and “aspirational” target for student performance. For each, you should choose a percentage of students that meet a certain target.

Ex: The outcome will be met if at least 80% of students give a 4 (of 5) or higher on the selected question.

For each measure, you will need to provide an implementation plan.

Ex: Student advisors will be properly trained and regularly instructed on best practices for advising.

And finally, you will need to designate Key/Responsible Personnel for each outcome.

Ex: Mr. Sunny Beach, Sand-Building Academic Advisor

Additional materials on entering Assessment Finding, Operational Plan, and Status Report will be available on other tutorial documents.

Please note that Assessment Finding, Operational Plan, and Status Report are not due until the end of the Spring semester.