

Non-Instructional Assessment Plan 2018-2019
Instructions

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

Each non-instructional unit will complete an Non-Instructional Assessment Plan.

The sections of the Non-Instructional Assessment Plan include the following:

Mission	Due March 22, 2019
Outcomes	Due March 22, 2019
Assessment Plan	Due March 22, 2019
Assessment Findings	Due August 14, 2019
Operational Plan	Due August 14, 2019
Status Report	Optional

Mission

The first step in completing your assessment plan is to identify a mission statement appropriate for your unit. This mission should clarify the unique purpose and goals of your unit.

Ex:

The Office of Sandcastles seeks to support the construction and maintenance for all sandcastle structures at Howard University.

Outcomes

Operational outcomes are a set of outcomes that are directly tied to the mission of your unit. Operational outcomes should represent the basic functions and activities of the unit.

Each unit should at least three (3) and no more than eight (8) outcomes.

Ex:

- O 1: The Office of Sandcastles at Howard University will maintain all sandcastle structures across the university.
- O 2: The Office of Sandcastles at Howard University will work with the university's master plan to develop new or revitalized sandcastle construction.
- O 3: The Office of Sandcastles at Howard University will ensure that Howard University community members are aware of the safety issues involved in sand castle construction and habitation.

Please remember that you only need three learning outcomes for your unit, and you do not have to measure every outcome every cycle.

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: Sandcastle Safety

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

Ex: As part of our Sandcastle Safety initiative, The Office of Sandcastles holds Sandcastle Safety Seminars once a semester. After each seminar, participants will be given a short survey to complete. One of the questions will ask if participants feel more confident understanding Sandcastle Safety. The question will require a simple “yes” or “no.”

You will then select an “acceptable” and “aspirational” target for outcome performance. For each, you should choose a percentage of participants that meet a certain target. Most targets will be in the following form:

At least XX% of participants will indicate XXXXXX.

Ex: The outcome will be met if at least 80% of participants indicate that the seminar made them feel more confident in understanding Sandcastle Safety.

Additional targets may include the following:

90% of all requests will be complete by 3 business days.

95% of all programs will come within 10% of budget.

For each measure, you will need to provide an implementation plan. For many outcomes, the implementation plan will simply be a clarification of the different ways that your unit will ensure the success of the outcome.

Ex: Sandcastle Safety seminars will be given each semester and at the request of different units. The seminars will feature activities information and resources to help faculty and staff understand the safety living in and around sandcastles.

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

Ex: Ms. Sunny Beach, Assistant Director of Sandcastle Safety Outreach

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 or after the fiscal year concludes, based on your individual reporting structure.