**Assessment Template (Academic Departments Non-Instructional Units)**

**Fillable Form**

Please note that this fillable form is a tool that can be used to organize and workshop assessment activities, but it cannot be uploaded into Taskstream.

This fillable form takes considers each part of the assessment process, and by filling in each section, Chairs will be completing the assessment requirements for their programs.

MISSION

Enter your mission statement below:

Click or tap here to enter text.

DEPARTMENT OUTCOMES

*Only three are required*

Department Outcome 1

Click or tap here to enter text.

Department Outcome 2

Click or tap here to enter text.

Department Outcome 3

Click or tap here to enter text.

Department Outcome 4

Click or tap here to enter text.

Department Outcome 5

Click or tap here to enter text.

Department Outcome 6

Click or tap here to enter text.

Department Outcome 7

Click or tap here to enter text.

Department Outcome 8

Click or tap here to enter text.

Please note that each **Measure** will be connected with a **Department Outcome** but not all **Department Outcomes** must be measured. Additionally, each **Finding** will be connected with a **Measure** and an **Outcome**.

*You may select three (3) to five (5) measures.*

These measures must be measurable for this cycle.

MEASURE 1

Department Outcome (select one from above)

Click or tap here to enter text.

Measure

Click or tap here to enter text.

Details/Description

Click or tap here to enter text.

Acceptable Target

Click or tap here to enter text.

Aspirational Target

Click or tap here to enter text.

Implementation Plan (timeline)

Click or tap here to enter text.

Key/Responsible Personnel

Click or tap here to enter text.

FINDING 1

Summary of Findings

Click or tap here to enter text.

Recommendations or Proposed Improvement

Click or tap here to enter text.

Reflections/Notes and Assessment Activity Improvement

Click or tap here to enter text.

Acceptable Target Achievement

Choose an item.

Aspirational Target Achievement

Choose an item.

MEASURE 2

Department Outcome (select one from above)

Click or tap here to enter text.

Measure Title

Click or tap here to enter text.

Details/Description

Click or tap here to enter text.

Acceptable Target

Click or tap here to enter text.

Aspirational Target

Click or tap here to enter text.

Implementation Plan (timeline)

Click or tap here to enter text.

Key/Responsible Personnel

Click or tap here to enter text.

FINDING 2

Summary of Findings

Click or tap here to enter text.

Recommendations or Proposed Improvement

Click or tap here to enter text.

Reflections/Notes and Assessment Activity Improvement

Click or tap here to enter text.

Acceptable Target Achievement

Choose an item.

Aspirational Target Achievement

Choose an item.

MEASURE 3

Department Outcome (select one from above)

Click or tap here to enter text.

Measure Title

Click or tap here to enter text.

Details/Description

Click or tap here to enter text.

Acceptable Target

Click or tap here to enter text.

Aspirational Target

Click or tap here to enter text.

Implementation Plan (timeline)

Click or tap here to enter text.

Key/Responsible Personnel

Click or tap here to enter text.

FINDING 3

Summary of Findings

Click or tap here to enter text.

Recommendations or Proposed Improvement

Click or tap here to enter text.

Reflections/Notes and Assessment Activity Improvement

Click or tap here to enter text.

Acceptable Target Achievement

Choose an item.

Aspirational Target Achievement

Choose an item.

MEASURE 4

Department Outcome (select one from above)

Click or tap here to enter text.

Measure Title

Click or tap here to enter text.

Details/Description

Click or tap here to enter text.

Acceptable Target

Click or tap here to enter text.

Aspirational Target

Click or tap here to enter text.

Implementation Plan (timeline)

Click or tap here to enter text.

Key/Responsible Personnel

Click or tap here to enter text.

FINDING 4

Summary of Findings

Click or tap here to enter text.

Recommendations or Proposed Improvement

Click or tap here to enter text.

Reflections/Notes and Assessment Activity Improvement

Click or tap here to enter text.

Acceptable Target Achievement

Choose an item.

Aspirational Target Achievement

Choose an item.

MEASURE 5

Department Outcome (select one from above)

Click or tap here to enter text.

Measure Title

Click or tap here to enter text.

Details/Description

Click or tap here to enter text.

Acceptable Target

Click or tap here to enter text.

Aspirational Target

Click or tap here to enter text.

Implementation Plan (timeline)

Click or tap here to enter text.

Key/Responsible Personnel

Click or tap here to enter text.

FINDING 5

Summary of Findings

Click or tap here to enter text.

Recommendations or Proposed Improvement

Click or tap here to enter text.

Reflections/Notes and Assessment Activity Improvement

Click or tap here to enter text.

Acceptable Target Achievement

Choose an item.