Developing a Unit Assessment Plan

1. **Assessment** is a process to determine how well a unit is fulfilling its stated mission in meeting the needs of the constituents that it serves.
   a. How well are we doing it?
   b. How can we improve?
   c. Has the student acquired the intended skills, knowledge, and attitudes/values?

2. **Effective Program Assessment**
   a. Systematic, ongoing, acquires information over time
   b. Meaningful - Builds a body of evidence to improve the program
   c. Grounded in the program’s mission statement
   d. Employs multiple methods as evidence
   e. Uses the results to make improvements
   f. Communicates findings to stakeholders

3. **Program-level Assessment Plan Checklist**
   - [ ] Create unit outcomes.
     Explain the primary processes and key functions of your unit. Be concrete and focus on the desired quality you have for your services and functions. For Student Learning outcomes, ask yourselves: What does this student know? What can this student do? What does this student care about?

   - [ ] Identify assessment opportunities (Assessment Matrix).
     Review data that is you already have available.

   - [ ] Brainstorm; identify and select measures - Set timeline to collect the information.

   - [ ] Discuss results and use information to improve program.

   - [ ] Communicate results.

   - [ ] Evaluate the process and make necessary adjustments.