

## Unit Assessment Plan Template

### **Mission Statement:**

*For example: "The mission of [program, unit, office name] is to [primary purpose] by providing [primary functions] to [primary stakeholders]. The [services, products, etc.] contribute to the institution's [mission, vision, strategic plan] by [describe how the program, unit, or office contributes]."*

**Alignment to Divisional Goal:** (This information is already available on the Anthology Planning Site.)

**Alignment to Divisional Strategic Objectives:** (This information is already available on the Anthology Planning Site.)

**Expected Outcome 1.0:** (refers to clear and concise statement that focuses on the unit's primary functions that impact students, student success, and support services.)

**Assessment Methods:** (refers to a specific approach, technique, or tool used to evaluate or measure an outcome against established criteria or standards).

**Criteria:** (A set of standards or benchmarks that serve as a guide for determining whether specific requirements, outcomes, or expectations have been met).

**Budget implications:** (if applicable) resources needed that support your unit goals.

**Assessment results:** (findings what did you do)

**Evidence of Seeking Improvement:** (what did you learn and plan to implement to refine and enhance practices that lead to improvements).

**Progress:**

- ☐ Ongoing
- ☐ Completed
- ☐ Delayed
- ☐ Cancelled

**Expected Outcome 2.0:** (refers to clear and concise statement that focuses on the unit's primary functions that impact students, student success, and support services.)

**Assessment Methods:** (refers to a specific approach, technique, or tool used to evaluate or measure an outcome against established criteria or standards).

**Criteria:** (A set of standards or benchmarks that serve as a guide for determining whether specific requirements, objectives, or expectations have been met).

**Budget implications:** (if applicable) resources needed that support your unit goals.

**Assessment results:** (findings what did you do)

**Evidence of Seeking Improvement:** (what did you learn and plan to implement to refine and enhance practices that lead to improvements).

**Progress:** ☐ Ongoing  
☐ Completed  
☐ Delayed  
☐ Cancelled

**Expected Outcome 3.0:** (refers to clear and concise statement that focuses on the unit's primary functions that impact students, student success, and support services.)

**Assessment Methods:** (refers to a specific approach, technique, or tool used to evaluate or measure an outcome against established criteria or standards).

**Criteria:** (A set of standards or benchmarks that serve as a guide for determining whether specific requirements, objectives, or expectations have been met).

**Budget implications:** (if applicable) resources needed that support your unit goals.

**Assessment results:** (findings what did you do)

**Evidence of Seeking Improvement:** (what did you learn and plan to implement to refine and enhance practices that lead to improvements).

**Progress:** ☐ Ongoing  
☐ Completed  
☐ Delayed  
☐ Cancelled

**Accomplishments:** (Provide a summary of any significant milestones by the unit).