Non-Academic/Administrative Assessment Plan Form

Below is an outline that you will need to fill out accordingly. Please remember that you must have ***one mission statement*** and ***at least 2 goals*** and ***at least 4 outcomes overall***. Meaning, you may have three outcomes for goal 1 and only one outcome for goal 2, etc. Also, please remember to number your Goals SPG’s and your outcomes and that you must have ***no more than three Achievement Targets per outcome***.

**Mission Statement**:Statement that reflects the purpose of the unit. The mission statement is succinct, only three to five sentences. Structure of a mission statement: “The mission of (name of your program or unit) is to (your primary purpose) by providing (your primary functions or activities) to (your stakeholders).”

**Goal 1**: (SPG #) The University will … {number the goal appropriately, i.e. SPG 1.c.}

**Outcome 1.1**: “Outcomes are brief, clear statements that describe the desired quality (timeliness, accuracy, responsiveness, etc.) of key functions and services within the administrative unit and exactly what the services should promote (understanding, knowledge, awareness, appreciation, etc.).”

**Assessment Method 1.1**: Method of evaluating the Achievement Target. There are two types of assessment: (1) Direct and (2) Indirect {Please specify if your assessment method is Direct or Indirect.}

**Achievement Target 1.1.a.**: Benchmark value to measure whether or not the unit has met the outcome. How do you know if the unit met the outcome?

**Goal 2**: (SPG #) The University will … {number the goal appropriately, i.e. SPG 1.c.}

**Outcome 2.1**: “Outcomes are brief, clear statements that describe the desired quality (timeliness, accuracy, responsiveness, etc.) of key functions and services within the administrative unit and exactly what the services should promote (understanding, knowledge, awareness, appreciation, etc.).”

**Assessment Method 2.1**: Method of evaluating the Achievement Target. There are two types of assessment: (1) Direct and (2) Indirect {Please specify if your assessment method is Direct or Indirect.}

**Achievement Target 2.1.a.**: Benchmark value to measure whether or not the unit has met the outcome. How do you know if the unit met the outcome?

**\*Continue the format with the numbering system to complete the requirements of the plan.**