

ASSESSMENT PLAN

1. **Departmental Mission:**
2. **Specific Program/Service Description:**
 - Describe key functions
 - Populations served
3. **Program/Service Outcomes:**
 - Objectives should be measurable, meaningful, and manageable
 - Objectives should be connected to the departmental mission
 - Include student learning outcomes and program outcomes as they relate to objectives

Project Specifics

4. **Project Title:**
5. **Purpose of the project:**
6. **Assessment method:**
7. **Timeline/frequency:**
8. **Population/Sample to be assessed:**
9. **Special challenges to this assessment:**

Post-Assessment Considerations

10. **Assessment Evaluation:**
 - Describe how you will analyze the data
11. **Method of reporting/sharing data:**
12. **With whom data will be shared:**
13. **How data will be used to improve current practice:**

Questions to Address after Data is Collected

1. **What are the implications of the data?**
2. **What gaps exist? What information is needed in the future?**
3. **What actions were taken as a result of the data?**
4. **How can assessments be improved in the future?**