

CHECKLIST FOR REVIEW OF UNIT ASSESSMENT PLANS



DOES THE UNIT ASSESSMENT PLAN CONTAIN...

Mission Statements

1. A portion of the University's mission statement relative to their unit?
2. A unit mission statement that ties directly to the University's mission and describes key functions and areas of responsibility of the unit?

Outcomes

3. Three to five outcomes that tie to the unit's mission and functions?
4. Outcomes that have only one central idea (avoiding conjunctions which "bundle" several ideas into one outcome and make it difficult to measure)?

Means of Assessment

5. Two means of assessment for each outcome (wherever possible)?
6. Sufficient detail in each means of assessment so it can be measured?

Findings

7. A concise description of key findings for each means of assessment? (Where greater detail is necessary, a one-page addendum can be included.)

Actions

8. A concise description of actions planned or taken (when necessary) for each outcome?

*****For next year (2002-03 unit assessment plan)***

9. Does the plan have continuity? Does it use results from this year as a basis to develop next year's plan?
10. *Note: Departments may use or modify all or some of last year's outcomes, or use all new outcomes relevant to current efforts or departmental focus.*