**Administrative Unit Assessment Template**

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| **Assessment Period: (for office use only** |  |

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| **Department Name**  **Goal 1:** What are the program or departmental goals? These are general statements of intent or purpose. | |
| **University Related Strategic Goal/Action Step:**  **Goal A.**  **Action Step I.**  *(Use the Clayton State University Strategic Plan document available online.)* | |
| **Objective:**  **1.** How will you achieve each goal? Objectives are a statement of intention, outlining a task to be accomplished or a point to be reached. | |
| **Time Frame:** | Time Frame of Assessment  (Examples: *Spring 2012– Fall 2013* or *FY2014* or *Ongoing*) |
| **Achievement Target:**  (Required level of Achievement): | What is the specific level of achievement? How do you know you have been successful? Explicitly describe the desired level of achievement. (This might include the level of quality, efficiency, effectiveness, timeliness, accuracy, responsiveness, etc. to be reached). These targets should be *specific, measureable, verifiable achievable, relevant and time bound.* |
| **Measurement Tool(s):** | What tools (including existing data, research or assessment data, Banner Student Information, surveys, assessment instruments, reports, etc.) will you use or you are currently using to assess or measure your success at reaching the goals and objectives you have outlined? |
| **Data Collection Process:**  *(Who will collect/where/when)* | What process will be used to gather the information? *(Who will collect/where/when)* |
| **Findings & Status:** | Provide a discussion of the results of the assessment process. What did you find out during this process? Include actual assessment data. This includes summary results of quantitative or qualitative data, tables charts and graphs, if appropriate. Include a discussion of how closely you have met your achievement targets. What new information did you learn about your program, department, department functions or processes? What is the status of any activities or projects?  **Source Documents**  Include a list of source documents and attach as appropriate. |
| **Discussion of Results**  **& Action Plan:** | Provide a discussion of how the information and results will be used including any modifications, timelines, etc. Action plans should specify explicit, concrete and meaningful actions or steps that will be undertaken to address the findings of the current assessment, improve performance on the given goal or objective, or build upon current successes. |