



Department/Office:

Person Completing Form:

Date:

Administrative Assessment Planning/Reporting Worksheet <a href="#">General Instructions</a>				
Outcomes <i>Use one page for each office/program outcome.</i>				
Outcome #	Description of where you want to be / what you want to achieve in measurable or demonstrable terms. <a href="#">Outcome Help</a>			
	<b>Outcome Statement:</b>			
Means of Evaluation – For this outcome (specific, measurable, achievable, within a timeframe) <a href="#">Evidence Help</a>				
Measure #	Evidence – What information will be collected? How will it be collected? From whom? Be specific.	Criteria – Standard for Success. Be specific.	Who is responsible?	Timeframe/Schedule Evidence Category
Results – Findings and Action Plan <a href="#">Findings/Recommendations Help</a>				
Date	Findings – What was notable in the analysis of evidence? Were your criteria met?	Action Plan – Recommendations; Improvements Made		

NOTE: Please attach samples of any surveys, data collection forms, examples of rating scales, or any other helpful documentation.

## **Administrative Assessment Planning/Reporting Worksheet Help Page**

### **General Instructions:** *Please use a separate form for each outcome.*

This form is to plan and report administrative assessment. It is a Word Form with three types of fields for you to complete. You will enter information in the available fields only. Using the [tab] key will move you from field to field; the active field will turn black.

- Text fields (T) allow you to enter any text.
  - They will expand to whatever size is needed for the text you will be entering.
- Date field (D) require a date entered in the mm/dd/yyyy format.
- Drop-down list fields (L) require you to select a response from a defined list of responses.
  - When you click an arrow will be visible on the right side of the field.

**Complete the header:** (T) complete the header information, including the date (D) of the report

All Assessment forms (results for previous academic year and plans for current academic year) are due in the Assessment Office October 1. Please submit in electronic form with electronic copies of relevant attachments. [Return](#)

### **Outcome Help**

- Please enter the most significant outcomes from your administrative office. (T)
- State in measurable or demonstrable terms; be as specific as you can. [Return](#)

### **Evidence Help**

- Please enter up to three forms of evidence. (T)
  - Include what will be collected, how and from whom.
- Enter the Criteria/Benchmark or standard for success. Be specific. (T)
- State the name or title of the responsible person (T)
- Include a timeframe or schedule for the data collection and analysis (T)
- Categorize the evidence from the list (L). Click on “Select one...” to see the list. [Return](#)

### **Findings/Recommendations Help**

- Add the date for your findings (D)
- Describe the most important findings (T)
- Describe the Action Plan for implementing any Recommendations/Innovations. Please include a timeframe. [Return](#)