

# Annual Assessment Report Checklist



Unit/Office: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_

Assessment Report Element	Yes	No	Comments
<b>Unit Mission</b>			
Is the Mission aligned to the University Mission?			
Is the Mission clear and specific to the unit?			
Does the mission state specifically who the unit serves, why and how?			
<b>Outcomes &amp; Objectives</b>			
Are at least 3 OBJ/LO identified for assessment this cycle?			
Is each OBJ/LO aligned with the Program Mission?			
Does each OBJ/LO start with a <b>measureable</b> action verb? "Understand," "appreciate," or "value" <u>are not</u> acceptable verbs.			
Does each OBJ/LO focus on <b>one</b> outcome?			
Does each OBJ/LO identify <b>specific</b> knowledge or skills that students gain from an activity, service or program provided by the unit?			
Are the OBJ/LO's aligned to the University's Strategic Plan?			

## Measures

Are there at least 2 measures per OBJ/LO?			
Is at least one measure for each OBJ/LO a direct measure?			
Are the measures aligned to the OBJ/LO specified?			
Is the Measure described <b>clearly</b> and with sufficient detail of event, program, method of assessment, and instruments (documents, data charts, spread sheets, survey templates)?			
Is each measure evaluated independently (no multiple measures)?			

## Target

Is the target directly aligned with each measure?			
Is the target written in the correct format? Percentage Format: “XX% of students will participate in [name of event/service].” Proficiency Format: “The mean of students’ rating of ‘(service)’ will increase xx.”			
Does the target avoid using a set goal of 100%?			
Does the target avoid using words that are not clear i.e. “Satisfactory” or “successful” and instead use a quantitative number?			

## Data Collection

Does the plan identify specifically <b>where</b> assessment will take place?			
Does the plan identify specifically <b>when</b> assessment will take place?			
Does the plan identify specifically <b>who or whom</b> will be responsible for collecting the data?			

## Improvements

Does the plan reflect improvements or modifications proposed in the 2018-2019 report?			
If not, is a different PLO being measured?			