**Administrative Unit**

**Assessment Plan 2014-2015**

**Department/Office:**

**Department/Office Mission Statement (if available):**

**Date Reviewed with Supervisor:**

Please complete the following assessment plan and review with your supervisor prior to **September 15, 2014**. Please submit electronic copies of your final plan to your supervisor and to the Director of Institutional Effectiveness no later than **September 22, 2014** (Feel free to submit it earlier!).

**Departmental Goal One:** [Broad statement about core functions of office/department]

**DSLCC Goal:** [From President’s Goals, list college’s goal(s) that best aligns with your dept. goal.]

**Outcome 1.1:**

[Measurable statement about specific functions/services that will determine the extent to which you are meeting the departmental goal. If you don’t have departmental goals, simply list the outcome as “Outcome 1”]\*

**Measure/Performance Indicator:**

[List/describe the report, survey, or data points you will use to measure your department’s ability to meet the stated outcome. If you use multiple measures, consider discussing each measure and results on a separate page along with the targets, results, and use of results for each. If your measure includes data collection (e.g., surveys), please provide a couple of sentences about when you will collect the data, how you will collect it, and from whom you are collecting it (graduating students, first-year students, all students)]

**Target for Success:**

[Specify the level of performance on your measure or P.I. at which you will consider your outcome met]

**Results (Please provide at least two years of results if available):**

[Only provide results here (budget numbers, survey results, retention rates). Provide any explanation of results in the “Interpretation of Results” section. Feel free to use tables or charts if it’s easier to display the findings]

2014-2015

2013-2014

2012-2013

**Interpretation of Results:**

[Briefly explain any reasons or rationale for this year’s results. Feel free to explain them within the context of past years’ results as well. Be sure to interpret them in the context of your specified target. **You do not need to provide information in this plan, just the end of year report]**

|  |  |
| --- | --- |
| **Target Met?** |  [ ]  Yes [ ]  No [ ]  Partially  |

**Current Changes Planned for 2014-2015:**

[Describe any changes/ideas you plan to implement this year based on last year’s results

**Changes Planned for 2015-2016 based on 2014-2015 Results**

[Based on results for 2014-2015, describe changes you intend to make for 2015-2016 here. Be as descriptive as possible, including timelines and budgets if known. **Leave blank until end of year report]**

**Outcome 1.2:**

[Measurable statement about specific functions/services that will determine the extent to which you are meeting the departmental goal. Outcome 1.2 indicates that the outcome aligns with departmental goal one and is the second outcome for this goal]\*

**Measure/Performance Indicator:**

[List/describe the report, survey, or data points you will use to measure your department’s ability to meet the stated outcome. If you use multiple measures, consider discussing each measure and results on a separate page along with the targets, results, and use of results for each. If your measure includes data collection (e.g., surveys), please provide a couple of sentences about when you will collect the data, how you will collect it, and from whom you are collecting it]

 **Target for Success:**

[Specify the level of performance on your measure or P.I. at which you will consider your outcome met]

**Results (Please provide at least two years of results if available):**

[Only provide results here (budget numbers, survey results, retention rates). Provide any explanation of results in the “Interpretation of Results” section. Feel free to use tables or charts if it’s easier to display the findings]

2014-2015

2013-2014

2012-2013

**Interpretation of Results:**

[Briefly explain any reasons or rationale for this year’s results. Feel free to explain them within the context of past years’ results as well. Be sure to interpret them in the context of your specified target]

**[You do not need to provide any results for the most recent year in this plan, just the end of year report, thus, no interpretation is needed at this point.]**

|  |  |
| --- | --- |
| **Target Met?** |  [ ]  Yes [ ]  No [ ]  Partially  |

**Current Changes Planned for 2014-2015:**

[Describe any changes/ideas you plan to implement this year based on last year’s results

 [Based on results for 2014-2015, describe changes you intend to make for 2015-2016 here. Be as descriptive as possible, including timelines and budgets if known]

**[Leave blank until end of year report]**

**Departmental Goal Two:** [State your second departmental goal here]

**DSLCC Goal:** [From President’s Goals, list college’s goal(s) that best aligns with your dept. goal.]

**Outcome 2.1:**

[Measurable statement about specific functions/services that will determine the extent to which you are meeting the departmental goal]\*

**Measure/Performance Indicator:**

[List/describe the report, survey, or data points you will use to measure your department’s ability to meet the stated outcome. If you use multiple measures, consider discussing each measure and results on a separate page along with the targets, results, and use of results for each. If your measure includes data collection (e.g., surveys), please provide a couple of sentences about when you will collect the data, how you will collect it, and from whom you are collecting it]

 **Target for Success:**

[Specify the level of performance on your measure or P.I. at which you will consider your outcome met]

**Results (Please provide at least two years of results if available):**

[Only provide results here (budget numbers, survey results, retention rates). Provide any explanation of results in the “Interpretation of Results” section. Feel free to use tables or charts if it’s easier to display the findings]

2014-2015

2013-2014

2012-2013

**Interpretation of Results:**

[Briefly explain any reasons or rationale for this year’s results. Feel free to explain them within the context of past years’ results as well. Be sure to interpret them in the context of your specified target]

**You do not need to provide information in this plan, just the end of year report**

|  |  |
| --- | --- |
| **Target Met?** |  [ ]  Yes [ ]  No [ ]  Partially  |

**Current Changes Planned for 2014-2015:**

[Describe any changes/ideas you plan to implement this year based on last year’s results

**Changes Planned for 2015-2016 based on 2014-2015 Results**

[Based on results for 2014-2015, describe changes you intend to make for 2015-2016 here. Be as descriptive as possible, including timelines and budgets if known. **Leave blank until end of year report]**

**Outcome 2.2:**

[Measurable statement about specific functions/services that will determine the extent to which you are meeting the departmental goal]\*

**Measure/Performance Indicator:**

[List/describe the report, survey, or data points you will use to measure your department’s ability to meet the stated outcome. If you use multiple measures, consider discussing each measure and results on a separate page along with the targets, results, and use of results for each. If your measure includes data collection (e.g., surveys), please provide a couple of sentences about when you will collect the data, how you will collect it, and from whom you are collecting it]

 **Target for Success:**

[Specify the level of performance on your measure or P.I. at which you will consider your outcome met]

**Results (Please provide at least two years of results if available):**

[Only provide results here (budget numbers, survey results, retention rates). Provide any explanation of results in the “Interpretation of Results” section. Feel free to use tables or charts if it’s easier to display the findings]

2014-2015

2013-2014

2012-2013

**Interpretation of Results:**

[Briefly explain any reasons or rationale for this year’s results. Feel free to explain them within the context of past years’ results as well. Be sure to interpret them in the context of your specified target]

**You do not need to provide information in this plan, just the end of year report**

|  |  |
| --- | --- |
| **Target Met?** |  [ ]  Yes [ ]  No [ ]  Partially  |

**Current Changes Planned for 2014-2015:**

[Describe any changes/ideas you plan to implement this year based on last year’s results

**Changes Planned for 2015-2016 based on 2014-2015 Results**

[Based on results for 2014-2015, describe changes you intend to make for 2015-2016 here. Be as descriptive as possible, including timelines and budgets if known]

**[Leave blank until end of year report]**

**Departmental Goal Three:** [State your second departmental goal here]

**DSLCC Goal:** [From President’s Goals, list college’s goal(s) that best aligns with your dept. goal.]

**Outcome 3.1:**

[Measurable statement about specific functions/services that will determine the extent to which you are meeting the departmental goal]\*

**Measure/Performance Indicator:**

[List/describe the report, survey, or data points you will use to measure your department’s ability to meet the stated outcome. If you use multiple measures, consider discussing each measure and results on a separate page along with the targets, results, and use of results for each. If your measure includes data collection (e.g., surveys), please provide a couple of sentences about when you will collect the data, how you will collect it, and from whom you are collecting it]

 **Target for Success:**

[Specify the level of performance on your measure or P.I. at which you will consider your outcome met]

**Results (Please provide at least two years of results if available):**

[Only provide results here (budget numbers, survey results, retention rates). Provide any explanation of results in the “Interpretation of Results” section. Feel free to use tables or charts if it’s easier to display the findings]

2014-2015

2013-2014

2012-2013

**Interpretation of Results:**

[Briefly explain any reasons or rationale for this year’s results. Feel free to explain them within the context of past years’ results as well. Be sure to interpret them in the context of your specified target]

**You do not need to provide information in this plan, just the end of year report**

|  |  |
| --- | --- |
| **Target Met?** |  [ ]  Yes [ ]  No [ ]  Partially  |

**Current Changes Planned for 2014-2015:**

[Describe any changes/ideas you plan to implement this year based on last year’s results

**Changes Planned for 2015-2016 based on 2014-2015 Results**

[Based on results for 2014-2015, describe changes you intend to make for 2015-2016 here. Be as descriptive as possible, including timelines and budgets if known. **Leave blank until end of year report]**

**Outcome 3.2:**

[Measurable statement about specific functions/services that will determine the extent to which you are meeting the departmental goal]\*

**Measure/Performance Indicator:**

[List/describe the report, survey, or data points you will use to measure your department’s ability to meet the stated outcome. If you use multiple measures, consider discussing each measure and results on a separate page along with the targets, results, and use of results for each. If your measure includes data collection (e.g., surveys), please provide a couple of sentences about when you will collect the data, how you will collect it, and from whom you are collecting it]

 **Target for Success:**

[Specify the level of performance on your measure or P.I. at which you will consider your outcome met]

**Results (Please provide at least two years of results if available):**

[Only provide results here (budget numbers, survey results, retention rates). Provide any explanation of results in the “Interpretation of Results” section. Feel free to use tables or charts if it’s easier to display the findings]

2014-2015

2013-2014

2012-2013

**Interpretation of Results:**

[Briefly explain any reasons or rationale for this year’s results. Feel free to explain them within the context of past years’ results as well. Be sure to interpret them in the context of your specified target]

**You do not need to provide information in this plan, just the end of year report**

|  |  |
| --- | --- |
| **Target Met?** |  [ ]  Yes [ ]  No [ ]  Partially  |

**Current Changes Planned for 2014-2015:**

[Describe any changes/ideas you plan to implement this year based on last year’s results

**Changes Planned for 2015-2016 based on 2014-2015 Results**

[Based on results for 2014-2015, describe changes you intend to make for 2015-2016 here. Be as descriptive as possible, including timelines and budgets if known]

**[Leave blank until end of year report]**

**Departmental Goal Four:** [State your second departmental goal here]

**DSLCC Goal:** [From President’s Goals, list college’s goal(s) that best aligns with your dept. goal.]

**Outcome 4.1:**

[Measurable statement about specific functions/services that will determine the extent to which you are meeting the departmental goal]\*

**Measure/Performance Indicator:**

[List/describe the report, survey, or data points you will use to measure your department’s ability to meet the stated outcome. If you use multiple measures, consider discussing each measure and results on a separate page along with the targets, results, and use of results for each. If your measure includes data collection (e.g., surveys), please provide a couple of sentences about when you will collect the data, how you will collect it, and from whom you are collecting it]

 **Target for Success:**

[Specify the level of performance on your measure or P.I. at which you will consider your outcome met]

**Results (Please provide at least two years of results if available):**

[Only provide results here (budget numbers, survey results, retention rates). Provide any explanation of results in the “Interpretation of Results” section. Feel free to use tables or charts if it’s easier to display the findings]

2014-2015

2013-2014

2012-2013

**Interpretation of Results:**

[Briefly explain any reasons or rationale for this year’s results. Feel free to explain them within the context of past years’ results as well. Be sure to interpret them in the context of your specified target]

**You do not need to provide information in this plan, just the end of year report**

|  |  |
| --- | --- |
| **Target Met?** |  [ ]  Yes [ ]  No [ ]  Partially  |

**Current Changes Planned for 2014-2015:**

[Describe any changes/ideas you plan to implement this year based on last year’s results

**Changes Planned for 2015-2016 based on 2014-2015 Results**

[Based on results for 2014-2015, describe changes you intend to make for 2015-2016 here. Be as descriptive as possible, including timelines and budgets if known. **Leave blank until end of year report]**

**Outcome 4.2:**

[Measurable statement about specific functions/services that will determine the extent to which you are meeting the departmental goal]\*

**Measure/Performance Indicator:**

[List/describe the report, survey, or data points you will use to measure your department’s ability to meet the stated outcome. If you use multiple measures, consider discussing each measure and results on a separate page along with the targets, results, and use of results for each. If your measure includes data collection (e.g., surveys), please provide a couple of sentences about when you will collect the data, how you will collect it, and from whom you are collecting it]

 **Target for Success:**

[Specify the level of performance on your measure or P.I. at which you will consider your outcome met]

**Results (Please provide at least two years of results if available):**

[Only provide results here (budget numbers, survey results, retention rates). Provide any explanation of results in the “Interpretation of Results” section. Feel free to use tables or charts if it’s easier to display the findings]

2014-2015

2013-2014

2012-2013

**Interpretation of Results:**

[Briefly explain any reasons or rationale for this year’s results. Feel free to explain them within the context of past years’ results as well. Be sure to interpret them in the context of your specified target]

**You do not need to provide information in this plan, just the end of year report**

|  |  |
| --- | --- |
| **Target Met?** |  [ ]  Yes [ ]  No [ ]  Partially  |

**Current Changes Planned for 2014-2015:**

[Describe any changes/ideas you plan to implement this year based on last year’s results

**Changes Planned for 2015-2016 based on 2014-2015 Results**

[Based on results for 2014-2015, describe changes you intend to make for 2015-2016 here. Be as descriptive as possible, including timelines and budgets if known]

**[Leave blank until end of year report]**