Assessment Plan Guidelines

Support Units

A comprehensive assessment plan should include a mission statement specific to the unit, not the department, college or division.

Plan Components

Outcomes
Describe key functions and/or services of the unit

- ✓ Units enter 2-4 outcomes
- ✓ Utilize action verbs to clearly articulate measurable functions and/or services of the unit (e.g., support, implement, train)
- ✓ Avoid verbs not easily measured

Means of Assessment
Define a data collection method (i.e., annual report, surveys, audits)

- ✓ Describe the Means of Assessment with enough detail to show how it measures the Outcome
- ✓ Attach relevant documents (i.e., rubrics, blank survey forms)
- ✓ While not required, it is a best practice to have multiple Means of Assessment

Criterion for Success
Describe the level of desired achievement for each Means of Assessment

- ✓ Should be set at a level appropriate to the unit (i.e., not set too low just to be attainable)

Suggestion: At least annually, schedule time for staff/personnel to review their assessment plan components to be sure that (1) the most important outcomes are being assessed and are clearly measurable, (2) data collection methods are useful and providing relevant data to base decisions upon, and (3) criterion is set at an appropriate level for the unit.

Examples

Outcome Name	Outcome	Means of Assessment	Criterion for Success
Early Academic Alert System (Starfish Solutions)	Academic Advising will facilitate the use of an early alert system with faculty to notify students of their academic progress early and often during the academic semester.	Faculty use of Starfish will be tracked by (a) Percentage of ECU faculty sending Starfish notifications to students and (b) Number of Starfish notifications (kudos and academic warnings) sent to students.	Successful utilization of Starfish will be determined. At least 40% of faculty will utilize Starfish; (b) At least 30,000 notifications will be sent to students.
Crime Prevention	The ECU Police Department will assist the students, faculty, and staff in maintaining a safe environment by conducting crime prevention programs to increase awareness of and reduction of the incidents of crime on campus.	Measure the number of students, faculty, and staff participating in the crime prevention programs by tracking attendance using Crime Prevention Activity Reports.	10% increase per year in number of students, faculty, and staff attending training programs throughout the year.
Jarvis Leadership LLC	As a result of participating in the Jarvis Leadership Living and Learning Community, students will be able to report how their experience has influenced their success.	Pre (Anticipated) and Post (Actual) Surveys will be utilized to determine the positive influence of the of the Jarvis LLC experience.	100% of respondents will report a positive academic experience through participation in the Jarvis LLC.
Collections	Laupus Library will efficiently acquire resources that support student learning.	Compare initial and final cost proposals for databases and software to demonstrate the value quantitatively of negotiating.	The library should see 5% cost savings as a result of contract negotiation.
Employee Health	The Office of Prospective Health will facilitate that all Division of Health Science employees are current on their required immunizations and other regulated health requirements (e.g., respirator fit testing, TB skin testing, and blood borne pathogen training) in order to reduce the incidence of infectious diseases.	Statistical reports generated by an electronic medical records system that tracks due dates for immunizations, compliance, and immunization rates for the Division of Health Sciences (See attached document regarding regulations under related document.)	100% of Division of Health Sciences employees are current on their required immunizations and other regulated health requirements.