

Assessment Plan Guidelines

SUPPORT UNITS

A comprehensive assessment plan should include a mission statement that is specific to the unit rather than the department, college or division.

Plan Components

Outcomes

Describe key functions and/or services of the unit.

- Identify two to four outcomes.
- Utilize action verbs to clearly articulate measurable functions and/or services of the unit (e.g., implement, train, evaluate).
- Avoid verbs not easily measured (e.g., exposed to, familiar with, understand).

Means of Assessment

Define a data-collection method (i.e., annual report, surveys, audits) for each outcome.

- 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.

- The criterion for success 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 the assessment plan components to be sure (1) the most important outcomes are being assessed and are clearly measurable, (2) data collection methods are useful in providing relevant data to base decisions upon, and (3) criterion is set at an appropriate level for the unit.

EXAMPLES

Outcome Name:

International Undergraduate Student Recruitment

Outcome Description:

The Office of Global Affairs will increase the number of international undergraduate students enrolling in ECU degree programs.

Means of Assessment:

Data collection method is a count of new international undergraduate students enrolled in ECU degree programs.

Criterion for Success:

Annually increase the number of new international undergraduate students enrolled in ECU degree programs by 5% (combined fall, spring and summer terms).

Outcome Name:

Faculty Satisfaction With Writing Across the Curriculum/Writing in the Disciplines Support

Outcome Description:

Faculty will report satisfaction with writing support projects.

Means of Assessment:

An exit survey given to Writing Intensive instructors who participate in the Writing Across the Curriculum/Writing in the Disciplines workshops.

Criterion for Success:

At least 75% of respondents should express satisfaction with the Writing Across the Curriculum/Writing in the Disciplines workshops.

Outcome Name:

Stimulants (ADD/ADHD Medications) and Other Controlled Substances

Outcome Description:

Student Health Services (SHS) will adhere to safe prescribing practices for stimulant medications as outlined in the SHS stimulant policy, including ensuring that patients receive prescription from one provider at appropriate intervals.

Means of Assessment:

SHS will conduct an audit of the NC Controlled Substance database for patients requesting any controlled prescriptions for stimulants at Student Health Services.

Criterion for Success:

100% of patients will have one primary care provider that prescribes their stimulant medication, and medication is requested at appropriate intervals.