

Support Units Assessment Worksheets

Overview

This set of worksheets was created to provide a resource that support units can use when discussing assessment in their offices. Although units are not required to use this tool, IPAR recommends it as a useful way to structure assessment-related discussions and working sessions to support assessment reporting.

When conducting working session(s) to discuss assessment results, please have available:

1. summarized data
2. copies of ECU IPAR's [Assessment Report Guidelines](#).

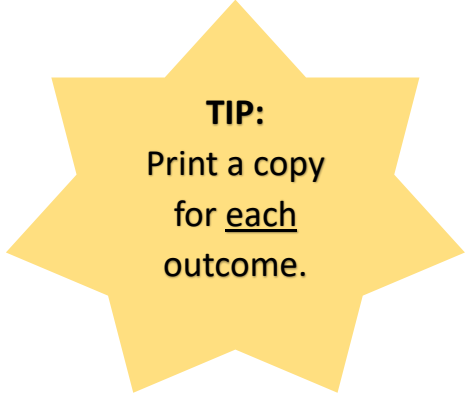
Worksheets

This workbook includes worksheets that align with our Nuventive Improve Reporting Areas:

1. Actions Taken Worksheet
2. Results Worksheet
3. Analysis of Results Worksheet
4. Actions Planned Worksheet.

An additional worksheet is available to support evaluation of your assessment process:

5. Evaluating the Assessment Process Worksheet.



TIP:
Print a copy
for each
outcome.



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Assessment consultations are available for individuals and small groups.

An assessment consultation can be scheduled by contacting Institutional Assessment staff.

Visit the [IPAR Assessment Initiatives webpage](#) to see the listing of Institutional Assessment representatives for each area.

ACTIONS TAKEN WORKSHEET

Actions Taken are a summary of the actions staff took to improve the outcome during the last fiscal year.

Use the questions below to assist with thinking through how you can report Actions Taken in Nuventive Improve.	Brainstorming Responses	Use your responses to draft a concise statement to include in your Nuventive Improve report.
<ol style="list-style-type: none"> 1. What changes were made? 2. Was the last action plan implemented? 3. Does the information describe actions taken to improve that are related to the outcome? 		



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RESULTS WORKSHEET

Results are a summary of the data collected from the Means of Assessment (MoA) and should be stated in terms of the Criterion for Success.

Use the questions below to assist with thinking through how you can report Results in Nuventive Improve.	Brainstorming Responses	Use your responses to draft a concise statement to include in your Nuventive Improve report.
<ol style="list-style-type: none"> 1. What results were generated from the MoA? 2. If multiple MOAs were used, are results included for each? 3. Was the Criterion for Success met? 		



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ANALYSIS OF RESULTS WORKSHEET

The Analysis of Results should include two parts:

- a) *a summary of the relationship between Actions Taken by staff to improve the outcome and the Results, and*
- b) *staff's interpretation of the Results and the identification of an area for improvement or reinforcement.*

Use the questions below to assist with thinking through how you can report Analysis in Nuventive Improve.	Brainstorming Responses	Use your responses to draft a concise statement to include in your Nuventive Improve report.
<p>Part A – relationship between Actions Taken and Results</p> <ol style="list-style-type: none"> 1. In staff's professional judgment, does it appear that the Actions Taken had an impact on your Results? 2. Why was or was not the criterion for success achieved? <p>Part B – staff's interpretation and area for improvement or reinforcement</p> <ol style="list-style-type: none"> 3. Based on the interpretation of the results, what area(s) could be improved or reinforced? 4. Were there other factors that could have impacted the Results? If so, what were they? 		



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ACTIONS PLANNED WORKSHEET

Actions Planned summarize the steps staff will take to improve or reinforce the area identified in the analysis.

Use the questions below to assist with thinking through how you can report Actions Planned in Nuventive Improve.	Brainstorming Responses	Use your responses to draft a concise statement to include in your Nuventive Improve report.
<ol style="list-style-type: none"> 1. What specific steps can staff take to address the area for improvement or reinforcement? 2. Who else needs to know about these findings and next steps? 3. If you will need any resources or support to facilitate these steps, what might they be? 4. Who is responsible for making sure that the actions planned are implemented? Note: For Nuventive Improve, don't enter a person's name; instead, enter the person's title / role. 		



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