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**Comprehensive Assessment Plan Template**  
Administrative and Student Support Service Units  
Cycle: 2021-2025

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| 1. **Unit Information** |  |
| Unit Name: |  |
| Divisional Area/College: |  |
| Assessment Coordinator (Name, Email): |  |
| Unit Mission: |  |

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| --- | --- |
| 1. Expected Outcomes:   (add or delete rows as needed) | Include the expected outcomes that will be assessed during the next four years (2021-2022; 2022-2023; 2023-2024; 2024-2025). All units are encouraged to include service delivery or program outcomes that identify the desired quality or level of support your unit expects to provide (as per its mission). **Units that directly support students**, however, should also include expected outcomes focused on student learning, student development, or student success. These outcomes typically identify the knowledge, skills, or values that students are expected to demonstrate as a result or receiving your unit’s services. **Note: A minimum of ‘3’ outcomes is required. Maximum: ‘7’. Recommended: ‘4’** |
| 1: | |
| 2: | |
| 3: | |
| 4: | |
| 5: | |
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| 1. **Long-Term Assessment Plan** | Provide a brief description of the essential components of your unit’s Comprehensive Assessment Plan for the next FOUR years (2021-2022; 2022-2023; 2023-2024; 2024-2025). | | | |
| Expected Outcomes **(add or delete rows as needed)** | **Assessment Schedule[[1]](#footnote-1)** *Specify the semester/year.* ***(e.g., SP22, SP23, SP24, SP25)*** *the expected outcomes will be assessed during the next four years.* | **Assessment Setting** *Identify when and where assessment and data collection will take place?* ***(e.g., at an event; online; before/after staff complete an educational program; in UNIV 1301; after service requests are completed)*** | **Assessment Measures** *Briefly describe the evidence/data that will be used to assess the extent to which the expected outcome is achieved* ***(e.g., survey rating of satisfaction; frequency counts of services rendered; GPA; avg. wait time; total dollars raised; attendance)****. For outcomes focused on student learning, identify the student work products, performances or other activities that will be used for assessment?* ***(e.g., a research project, assignment, presentation, exam, exhibition)*** | **Assessment Data Sources**  *Describe the sources of assessment data used for key measures.* ***(e.g., National Survey of Student Engagement; UTRGV Mock Interview Rubric; Website Analytics Software; UTRGV Engagement Zone Dashboard; Digital Measures Reports of Faculty Research)*** |
| **Expected Outcome 1:** |  |  |  |  |
| **Expected Outcome 2:** |  |  |  |  |
| **Expected Outcome 3:** |  |  |  |  |
| **Expected Outcome 4:** |  |  |  |  |
| **Expected Outcome 5:** |  |  |  |  |
|  |  |  |  |  |

1. ***Note: All administrative and student support service units are encouraged to assess all expected outcomes annually. However, due to program rotation schedules or other factors it may be appropriate to stagger assessments. At minimum, each expected outcome needs to be assessed at least twice in four years to complete the Assess-Intervene-Reassess model of continuous improvement.*** [↑](#footnote-ref-1)