**Format for Assessment Plans and Reports**

This format is used to lay out plans and then to report at the end of each year. We ask that each unit go through and work with one or two outcomes per year in terms of learning. Also for us there can be no more than 3-5 overarching goals and these tend to be long-lasting. The outcomes may change, etc. but typically not goals. We don’t want goals to be a “to do” list. Units may have only one or two outcomes under a goal or they could have more under one goal and less under another one.

Oregon State University Division of Student Affairs

**Departmental Assessment Plan/Report**

Department Assessment Contact Information

Date (fiscal year)

(Name of Department/Unit) Assessment Contact

Assessment Contact: (Name of Person)

Email - -

Phone - -

Department Head Name:

 Phone

Mission

(Name of Department/Unit) Mission

Statement of Mission

Goal 1 - -

(notice numbering of outcomes—use this method of numbering for software compliance)

* Outcome 1.1 (Learning/Service) - - designate whether it is a service outcome/business outcome or a learning outcome
	+ Assessment Methods - -
	+ Implementation - -
	+ Results - -
	+ Decisions/Actions/Recommendations/Shared with - -
* Outcome1.2 (Learning/Service) - -
	+ Assessment Method - -
	+ Implementation - -
	+ Results - -
	+ Decisions/Actions/Recommendations/Shared with - -

 (add or delete outcomes as needed) - -

Goal 2 - -

* Outcome 2.1 (Learning/Service) - -
	+ Assessment Method - -
	+ Implementation - -
	+ Results - -
	+ Decisions/Actions/Recommendations/Shared with - -
* Outcome 2.2 (Learning/Service) - -
	+ Assessment Methods - -
	+ Implementation - -
	+ Results - -
	+ Decisions/Actions/Recommendations/Shared with - -

 (add or delete outcomes as needed) -

Goal 3 - -

* Outcome 3.1 (Learning/Service) - -
	+ Assessment Methods - -
	+ Implementation - -
	+ Results - -
	+ Decisions/Actions/Recommendations/Shared with - -
* Outcome 3.2 (Learning/Service) - -
	+ Assessment Methods - -
	+ Implementation - -
	+ Results - -
	+ Decisions/Actions/Recommendations/Shared with - -

 (add or delete outcomes or goals as needed) - -

Goal 4 - -

* Outcome 4.1 (Learning/Service) - -
	+ Assessment Methods - -
	+ Implementation - -
	+ Results - -
	+ Decisions/Actions/Recommendations/Shared with - -
* Outcome 4.2 (Learning/Service) - -
	+ Assessment Methods - -
	+ Implementation - -
	+ Results - -
	+ Decisions/Actions/Recommendations/Shared with - -

(add or delete outcomes or goals as needed) - -