

# NON-ACADEMIC ASSESSMENT PLAN REVIEW

## MISSION – OBJECTIVES – MEASURES

|  |  |  |  |
|--|--|--|--|
| Vice President:  |  | Review Date:   |  |
| Unit:  |  | Review By:   |  |
| <b>Mission Statement/Goals</b>   | <b>Objectives</b>  | <b>Measures</b>  | <b>UAT Recommendations</b>   |
| <p>“Checked” box indicates item is acceptable.</p> <p>Mission Statement:</p> <p><input type="checkbox"/> Concise (75 words or less)</p> <p><input type="checkbox"/> Lists stakeholders</p> <p><input type="checkbox"/> States purpose</p> <p><input type="checkbox"/> States primary functions</p> <p><input type="checkbox"/> Supports university mission</p> <p><input type="checkbox"/> Distinguished unit from others</p> <p>Goals:</p> <p><input type="checkbox"/> At least three goals</p> <p><input type="checkbox"/> Each goal is related to level above goals</p> | <p>“Checked” box indicates item is acceptable.</p> <p><input type="checkbox"/> Relates elements to program mission</p> <p><input type="checkbox"/> At least three objectives</p> <p><input type="checkbox"/> Objectives are measurable</p> <p><input type="checkbox"/> Lists individual objectives</p> <p><input type="checkbox"/> States what unit will accomplish</p> <p><input type="checkbox"/> States intended objectives (what stakeholders will think, know or do)</p> <p><input type="checkbox"/> Includes targets and timeframes</p> <p><input type="checkbox"/> Will identify areas to improve</p> | <p>“Checked” box indicates item is acceptable.</p> <p><input type="checkbox"/> At least two measures or measurement approaches per outcome</p> <p><input type="checkbox"/> Assessment instrument attached</p> <p><input type="checkbox"/> Instrument appropriate and feasible for objective</p> <p><input type="checkbox"/> Indicates when each objective will be measured</p> | <p><b>UAT Decision Date:</b></p> <p><input type="checkbox"/> <b>No Issues</b></p> <p><input type="checkbox"/> <b>Minor Issues Identified</b></p> <p><i>Specify:</i></p><br><p><input type="checkbox"/> <b>Major Issues Identified</b></p> <p><i>Specify:</i></p> |

## OBJECTIVES AND MEASURES

| <b>Objective 1</b>                         |                          |                    | <b>Satisfactory</b>      | <b>Revision</b>          | <b>Requirements</b>   |
|--|--------------------------|--------------------|--------------------------|--------------------------|---|
| Yes  | No                       | TracDat Screen     | <input type="checkbox"/> | <input type="checkbox"/> | <b>Relates to the mission</b>                                       |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Short Name/Full    |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Objective Status   | <input type="checkbox"/> | <input type="checkbox"/> | <b>Is measurable</b>  |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Start Date         |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Activities | <input type="checkbox"/> | <input type="checkbox"/> | <b>Clearly describes expected student, client, or unit outcomes</b> |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Goals      |                          |                          |   |
| <b>Measure 1</b>                           |                          |                    |                          |                          | <b>Clearly describes each measurement approach</b>                  |
| Yes  | No                       | TracDat Screen     |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method Category    | <input type="checkbox"/> | <input type="checkbox"/> |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method             |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Criterion          |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Schedule           |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Document   |                          |                          |   |
| <b>Measure 2</b>                           |                          |                    |                          |                          | <b>Clearly describes each measurement approach</b>                  |
| Yes  | No                       | TracDat Screen     |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method Category    | <input type="checkbox"/> | <input type="checkbox"/> |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method             |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Criterion          |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Schedule           |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Document   |                          |                          |   |
| <b>Measure 3</b>                           |                          |                    |                          |                          | <b>Clearly describes each measurement approach</b>                  |
| Yes  | No                       | TracDat Screen     |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method Category    | <input type="checkbox"/> | <input type="checkbox"/> |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method             |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Criterion          |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Schedule           |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Document   |                          |                          |   |
| <b>OVERALL:<br/>Objective and Measures</b> |                          |                    | <input type="checkbox"/> | <input type="checkbox"/> | <b>Identifies area to improve</b><br><br><b>EVALUATOR COMMENTS:</b> |

## OBJECTIVES AND MEASURES

| <b>Objective 2</b>                         |                          |                    | <b>Satisfactory</b>      | <b>Revision</b>          | <b>Requirements</b>   |
|--|--------------------------|--------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/>                   | <input type="checkbox"/> | TracDat Screen     | <input type="checkbox"/> | <input type="checkbox"/> | <b>Relates to the mission</b>                                       |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Short Name/Full    |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Objective Status   | <input type="checkbox"/> | <input type="checkbox"/> | <b>Is measurable</b>  |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Start Date         |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Activities | <input type="checkbox"/> | <input type="checkbox"/> | <b>Clearly describes expected student, client, or unit outcomes</b> |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Goals      |                          |                          |   |
| <b>Measure 1</b>                           |                          |                    | <input type="checkbox"/> | <input type="checkbox"/> | <b>Clearly describes each measurement approach</b>                  |
| <input type="checkbox"/>                   | <input type="checkbox"/> | TracDat Screen     |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method Category    |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method             |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Criterion          |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Schedule           |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Document   |                          |                          |   |
| <b>Measure 2</b>                           |                          |                    | <input type="checkbox"/> | <input type="checkbox"/> | <b>Clearly describes each measurement approach</b>                  |
| <input type="checkbox"/>                   | <input type="checkbox"/> | TracDat Screen     |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method Category    |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method             |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Criterion          |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Schedule           |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Document   |                          |                          |   |
| <b>Measure 3</b>                           |                          |                    | <input type="checkbox"/> | <input type="checkbox"/> | <b>Clearly describes each measurement approach</b>                  |
| <input type="checkbox"/>                   | <input type="checkbox"/> | TracDat Screen     |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method Category    |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method             |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Criterion          |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Schedule           |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Document   |                          |                          |   |
| <b>OVERALL:<br/>Objective and Measures</b> |                          |                    | <input type="checkbox"/> | <input type="checkbox"/> | <b>Identifies area to improve</b><br><br><b>EVALUATOR COMMENTS:</b> |

## OBJECTIVES AND MEASURES

| <b>Objective 3</b>                         |                          |                    | <b>Satisfactory</b>      | <b>Revision</b>          | <b>Requirements</b>   |
|--|--------------------------|--------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/>                   | <input type="checkbox"/> | TracDat Screen     | <input type="checkbox"/> | <input type="checkbox"/> | <b>Relates to the mission</b>                                       |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Short Name/Full    |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Objective Status   | <input type="checkbox"/> | <input type="checkbox"/> | <b>Is measurable</b>  |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Start Date         |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Activities | <input type="checkbox"/> | <input type="checkbox"/> | <b>Clearly describes expected student, client, or unit outcomes</b> |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Goals      |                          |                          |   |
| <b>Measure 1</b>                           |                          |                    | <input type="checkbox"/> | <input type="checkbox"/> | <b>Clearly describes each measurement approach</b>                  |
| <input type="checkbox"/>                   | <input type="checkbox"/> | TracDat Screen     |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method Category    |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method             |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Criterion          |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Schedule           |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Document   |                          |                          |   |
| <b>Measure 2</b>                           |                          |                    | <input type="checkbox"/> | <input type="checkbox"/> | <b>Clearly describes each measurement approach</b>                  |
| <input type="checkbox"/>                   | <input type="checkbox"/> | TracDat Screen     |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method Category    |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method             |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Criterion          |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Schedule           |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Document   |                          |                          |   |
| <b>Measure 3</b>                           |                          |                    | <input type="checkbox"/> | <input type="checkbox"/> | <b>Clearly describes each measurement approach</b>                  |
| <input type="checkbox"/>                   | <input type="checkbox"/> | TracDat Screen     |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method Category    |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method             |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Criterion          |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Schedule           |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Document   |                          |                          |   |
| <b>OVERALL:<br/>Objective and Measures</b> |                          |                    | <input type="checkbox"/> | <input type="checkbox"/> | <b>Identifies area to improve</b><br><br><b>EVALUATOR COMMENTS:</b> |

## OBJECTIVES AND MEASURES

| <b>Objective 4</b>                         |                          |                    | <b>Satisfactory</b>      | <b>Revision</b>          | <b>Requirements</b>   |
|--|--------------------------|--------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/>                   | <input type="checkbox"/> | TracDat Screen     | <input type="checkbox"/> | <input type="checkbox"/> | <b>Relates to the mission</b>                                       |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Short Name/Full    |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Objective Status   | <input type="checkbox"/> | <input type="checkbox"/> | <b>Is measurable</b>  |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Start Date         |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Activities | <input type="checkbox"/> | <input type="checkbox"/> | <b>Clearly describes expected student, client, or unit outcomes</b> |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Goals      |                          |                          |   |
| <b>Measure 1</b>                           |                          |                    | <input type="checkbox"/> | <input type="checkbox"/> | <b>Clearly describes each measurement approach</b>                  |
| <input type="checkbox"/>                   | <input type="checkbox"/> | TracDat Screen     |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method Category    |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method             |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Criterion          |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Schedule           |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Document   |                          |                          |   |
| <b>Measure 2</b>                           |                          |                    | <input type="checkbox"/> | <input type="checkbox"/> | <b>Clearly describes each measurement approach</b>                  |
| <input type="checkbox"/>                   | <input type="checkbox"/> | TracDat Screen     |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method Category    |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method             |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Criterion          |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Schedule           |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Document   |                          |                          |   |
| <b>Measure 3</b>                           |                          |                    | <input type="checkbox"/> | <input type="checkbox"/> | <b>Clearly describes each measurement approach</b>                  |
| <input type="checkbox"/>                   | <input type="checkbox"/> | TracDat Screen     |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method Category    |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method             |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Criterion          |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Schedule           |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Document   |                          |                          |   |
| <b>OVERALL:<br/>Objective and Measures</b> |                          |                    | <input type="checkbox"/> | <input type="checkbox"/> | <b>Identifies area to improve</b><br><br><b>EVALUATOR COMMENTS:</b> |

## OBJECTIVES AND MEASURES

| <b>Objective 5</b>                         |                          |                    | <b>Satisfactory</b>      | <b>Revision</b>          | <b>Requirements</b>   |
|--|--------------------------|--------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/>                   | <input type="checkbox"/> | TracDat Screen     | <input type="checkbox"/> | <input type="checkbox"/> | <b>Relates to the mission</b>                                       |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Short Name/Full    |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Objective Status   | <input type="checkbox"/> | <input type="checkbox"/> | <b>Is measurable</b>  |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Start Date         |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Activities | <input type="checkbox"/> | <input type="checkbox"/> | <b>Clearly describes expected student, client, or unit outcomes</b> |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Goals      |                          |                          |   |
| <b>Measure 1</b>                           |                          |                    | <input type="checkbox"/> | <input type="checkbox"/> | <b>Clearly describes each measurement approach</b>                  |
| <input type="checkbox"/>                   | <input type="checkbox"/> | TracDat Screen     |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method Category    |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method             |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Criterion          |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Schedule           |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Document   |                          |                          |   |
| <b>Measure 2</b>                           |                          |                    | <input type="checkbox"/> | <input type="checkbox"/> | <b>Clearly describes each measurement approach</b>                  |
| <input type="checkbox"/>                   | <input type="checkbox"/> | TracDat Screen     |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method Category    |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method             |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Criterion          |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Schedule           |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Document   |                          |                          |   |
| <b>Measure 3</b>                           |                          |                    | <input type="checkbox"/> | <input type="checkbox"/> | <b>Clearly describes each measurement approach</b>                  |
| <input type="checkbox"/>                   | <input type="checkbox"/> | TracDat Screen     |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method Category    |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method             |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Criterion          |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Schedule           |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Document   |                          |                          |   |
| <b>OVERALL:<br/>Objective and Measures</b> |                          |                    | <input type="checkbox"/> | <input type="checkbox"/> | <b>Identifies area to improve</b><br><br><b>EVALUATOR COMMENTS:</b> |

## OBJECTIVES AND MEASURES

| <b>Objective 6</b>                         |                          |                    | <b>Satisfactory</b>      | <b>Revision</b>          | <b>Requirements</b>   |
|--|--------------------------|--------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/>                   | <input type="checkbox"/> | TracDat Screen     | <input type="checkbox"/> | <input type="checkbox"/> | <b>Relates to the mission</b>                                       |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Short Name/Full    |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Objective Status   | <input type="checkbox"/> | <input type="checkbox"/> | <b>Is measurable</b>  |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Start Date         |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Activities | <input type="checkbox"/> | <input type="checkbox"/> | <b>Clearly describes expected student, client, or unit outcomes</b> |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Goals      |                          |                          |   |
| <b>Measure 1</b>                           |                          |                    | <input type="checkbox"/> | <input type="checkbox"/> | <b>Clearly describes each measurement approach</b>                  |
| <input type="checkbox"/>                   | <input type="checkbox"/> | TracDat Screen     |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method Category    |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method             |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Criterion          |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Schedule           |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Document   |                          |                          |   |
| <b>Measure 2</b>                           |                          |                    | <input type="checkbox"/> | <input type="checkbox"/> | <b>Clearly describes each measurement approach</b>                  |
| <input type="checkbox"/>                   | <input type="checkbox"/> | TracDat Screen     |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method Category    |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method             |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Criterion          |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Schedule           |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Document   |                          |                          |   |
| <b>Measure 3</b>                           |                          |                    | <input type="checkbox"/> | <input type="checkbox"/> | <b>Clearly describes each measurement approach</b>                  |
| <input type="checkbox"/>                   | <input type="checkbox"/> | TracDat Screen     |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method Category    |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Method             |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Criterion          |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Schedule           |                          |                          |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | Related Document   |                          |                          |   |
| <b>OVERALL:<br/>Objective and Measures</b> |                          |                    | <input type="checkbox"/> | <input type="checkbox"/> | <b>Identifies area to improve</b><br><br><b>EVALUATOR COMMENTS:</b> |