Template

Administrative Unit

Assessment Plan

University of New Mexico

Instructions:

This template is to be used for creating assessment plans to assess administrative unit outcomes. An assessment plan can span one, two, or three assessment cycles.

Assessment plans should be reviewed regularly (at least every seven years) by the unit’s department and/or division.

Assessment plans should include at least one broad goal, three outcomes, three indirect assessment methods and one direct assessment method.

All assessment plans should be made available to students and the broader UNM community on the unit/department/division’s assessment website.

*Please delete this cover page before submitting*.

**Administrative Unit**

**Assessment Plan**

**The University of New Mexico**

**A. Unit and Date**

1. Unit (if relevant): *[Insert Unit Name]*

2. Department/Division: *[Insert Department/Division Name]*

3. Submission Date: *[Insert current date]*

**B. Contact Person(s) for the Assessment Plan**

*[Insert each person’s name, title, e-mail address] Add rows to table as needed.*

|  |  |  |
| --- | --- | --- |
| First and Last Name | Title | UNM Email Address |
|  |  |  |
|  |  |  |

**C. Mission Statement(s):**

**D. Unit Goal(s), Outcomes & Assessment Matrix**

*Add rows to table as needed.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Broad Goals | Student Learning and/or Administrative Unit Outcomes | Univ. Goals/UNM Strategic Plan | When Assessed\*\* | Assessment Method(s)/Activity, unit, etc. if relevant | Direct/Indirect | \*Criteria to determine success |
| *Goal 1: A goal of the University Advisement Center is to assist students in the selection of courses appropriate to their educational program.*  | *AUO 1.1: At least 60% of the student population will be able to correctly utilize LoboAchieve to register for and drop courses, obtain grades and/or unofficial transcripts, view account balance, and/or to make payments.* | *Students: The Lobo Experience* | *Fall/Spring/Summer* | *LoboAcheive AnalyticsSoftware* | *Direct* | *At least 60% of the student population* |
| *SLO 1.1: All students will be able to identify his/her academic advisor.*  | *Skills* | *Fall/Spring* | *Academic Advising Survey* | *Indirect* | *At least 80% of the respondents* |
| *SLO 1.2: All students will be able to identify information about his/her degree requirements.* | *Skills* | *Fall/Spring* | *Academic Advising Survey* | *Indirect* | *At least 80% of the respondents* |
| *Goal 2…* |  |  |  |  |  |  |

*\*Briefly describe the* ***criteria for success*** *related to each direct or indirect means of assessment. What is the unit’s performance target (e.g., is an “acceptable or better” performance by 60% of students/clients/participants on a given measure acceptable to the unit)? If scoring rubrics and/or surveys are used to define qualitative criteria and measure performance, attach them to the plan as they are available.*

1. **Who**: State explicitly whether the unit’s assessment will target all students/clients and/or a sample for each outcome. Address the validity of any proposed sample of students. [**NOTE:** *Although one size does not fit all and it does depend on the assessment method, sampling should not be taken lightly. Best practices indicate that sampling approx. 20% of the student population (or student participants) is valid and reliable if the number exceeds 99. Otherwise, a valid rationale has to be provided for samples that are less than 15% of the student population (or student participants).*]

 2. **When will the outcomes be assessed? *When and in what forum will the results of the assessment be discussed*?**

*[Briefly describe the timeframe over which your unit will conduct the assessment of its student learning and/or administrative unit outcomes selected for the one, two, or three year plan and/or complete the following table. For example, provide a layout of the semesters or years (e.g., 2014-2015, 2015-2016, and 2016-2017), list which outcomes will be assessed, and which semester/year the results will be discussed and used to improve student learning (e.g., discussed with unit staff, relevant faculty, advisory boards, students/clients, etc.)] Add rows to table as needed.*

|  |  |
| --- | --- |
| **SLOs/AUOs** | **Year: Semester(s)** |
| AUO 1.1: At least 60% of the student population will be able to correctly utilize LoboAchieve to register for and drop courses, obtain grades and/or unofficial transcripts, view account balance, and/or to make payments. | Year 1 thru 3: End of Summer, Fall & Spring semesters from Summer 2016 to Summer 2019 |
| SLO 1.1: All students will be able to identify his/her academic advisor. | Year 1 & 3 Only: End of Fall & Spring semesters from Summer 2016 to Summer 2017 and Summer 2018 to Summer 2019 |

3. **What is the unit’s process to analyze/interpret assessment data and use results to improve and/or maximize**

**performance on the outcomes?**

*Briefly describe:*

*1. who will participate in the assessment process (the gathering of evidence, the analysis/interpretation, recommendations).*

*2. what is the process for considering the implications of assessment/data for change:*

 *a. to assessment mechanisms themselves,*

 *b. to curriculum/program/activities design,*

 *c. to service delivery and/or client’s knowledge*

 *…in the interest of improving services, resources, unit, etc.*

*3. How, when, and to whom will recommendations be communicated?*