**Assessment Report for Non-Instructional Programs**

The Assessment Report collects results of assessments conducted during the prior year and goals for assessments occurring within the next year. See the Non-Instructional Assessment Guide for guidance and examples.

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| **College/School:** |  |
| **Department:** |  |
| **Program:** |  |
| **Contact Name(s):** |  |
| **Email(s):** |  |
| ***Instructions:*** *Use this question prompts below to report on the results of assessments conducted during the last year and to indicate the assessment goals and methods for the next year.* ***Copy and paste the sections below as needed for multiple goals.*** *If you have any questions, please contact Institutional Research & Effectiveness.* |

**Results of Assessments Conducted in the Last Year**

1. **What goal did your unit assess?**
2. **What was the specific target you expected to achieve?** (e.g., increase of 15% over number of participants in prior year, development of two new reports, 70% of participants rating services as excellent, etc.)
3. **Summary of Assessment Methods:** (What did you assess? What instrument did you use? When did the assessment occur?)
4. **What were the results of the assessment?** (Provide a detailed summary of results. Be as specific as possible; include percentages or numbers that resulted from the assessments. Compare results to prior years if applicable.)
5. **Did you meet the target you expected to achieve for this goal?** (Select: Yes, Partially, No)
6. **Analysis of Results** (Provide a discussion of what the results mean to the unit/division overall. Do they indicate strengths, weaknesses, or areas that warrant additional attention?)
7. **Use of Results** (What did you do with the results? Provide a brief explanation of how the results were used to make specific changes within the unit. Possible changes include revisions to a process or service, implementation of a new process or service, modification of trainings, modification of the assessment method, etc.).
8. **What type of changes were made as a result of the assessment findings?** (Check all that apply)

\_\_\_\_Revised service \_\_\_\_Revised process \_\_\_\_New policy \_\_\_\_New process

\_\_\_\_Assessment method change \_\_\_\_Assessment criteria change \_\_\_\_Revised training

 \_\_\_\_Other (explain)

**Plans for Assessing Goals in the Coming Year**

1. **What goal will your unit assess next year?**
2. **Rationale for Goal** (Why is this outcome important to the unit, division, and/or institution overall? Which institutional roll-ahead goal does it support?)
3. **What is the specific target you expect to achieve?** (e.g., increase of 15% over number of participants in prior year, development of two new reports, 70% of participants rating services as excellent, etc.)
4. **Summary of Assessment Methods:** (How will you collect assessment data? What will you assess? What instrument will you use? When will the assessment occur?)