**Assessment Plan for Non-Instructional Units**

Enter unit goals to be assessed during the coming year. Assessment data should be collected during the academic year and reported at the end of the year on the Assessment Results Report template.

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| **Division:** |  |
| **Unit Name:** |  |
| **Contact Name(s):** |  |
| **Email(s):** |  |
| ***Instructions:*** *Use this template to report the goals and assessment methods you plan to use for the upcoming assessment cycle.* ***Copy and paste the sections below as needed to identify additional goals.*** *If you have any questions or would like assistance in developing goals or targets, please contact Institutional Research & Effectiveness.* | |

**Unit Mission Statement** (provide your unit’s mission statement.)

**Goal:** In the space below, indicate the goal you plan to achieve within the coming year.

*Example: Facilities will decrease the number of online work orders received at the DeLand campus.*

**Rationale for Goal:** Why is this goal important to the unit? To the institution overall?

*Example: This goal supports the unit mission as well as the Strategic Map priority to Streamline Systems and Processes.*

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| **Assessing Goals:** An effective plan should outline the type of data you will assess, an instrument used for data collection, and a measurable target for achieving the goal. In the space next to each section, briefly explain how you intend to collect the data and measure success. | |
| **Target for success**: What is the measurable target or expectation you aim for, in order to achieve the goal? When do you expect to accomplish the goal?  ***Example: We aim to decrease the number of work orders by 10% in the fiscal year.*** |  |
| **Baseline value:** If using target verbs such as “increase”, “reduce”, “improve”, or “decrease” -- what is the baseline comparison value? A baseline value must be indicated for comparison.  ***Example: The number of work orders received in the prior fiscal year was 428.*** |  |
| **Data source:** What specific data will be used/collected to assess the goal? How will data be collected?From who? How often?  ***Example: Facilities will extract data on the number of work orders submitted during the fiscal year from the work order tracking system.*** |  |

**Goal 2**

**Goal:** In the space below, indicate the goal you plan to achieve within the coming year.

**Rationale for Goal:** Why is this goal important to the unit? To the institution overall?

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| **Assessing Goals:** An effective plan should outline the type of data you will assess, an instrument used for data collection, and a measurable target for achieving the goal. In the space next to each section, briefly explain how you intend to collect the data and measure success. | |
| **Target for success**: What is the measurable target or expectation you aim for, in order to achieve the goal? When do you expect to accomplish the goal? |  |
| **Baseline value:** If using target verbs such as “increase”, “reduce”, “improve”, or “decrease” -- what is the baseline comparison value? A baseline value must be indicated for comparison. |  |
| **Data source:** What specific data will be used/collected to assess the goal? How will data be collected?From who? How often? |  |

**Goal 3**

**Goal:** In the space below, indicate the goal you plan to achieve within the coming year.

**Rationale for Goal:** Why is this goal important to the unit? To the institution overall?

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| **Assessing Goals:** An effective plan should outline the type of data you will assess, an instrument used for data collection, and a measurable target for achieving the goal. In the space next to each section, briefly explain how you intend to collect the data and measure success. | |
| **Target for success**: What is the measurable target or expectation you aim for, in order to achieve the goal? When do you expect to accomplish the goal? |  |
| **Baseline value:** If using target verbs such as “increase”, “reduce”, “improve”, or “decrease” -- what is the baseline comparison value? A baseline value must be indicated for comparison. |  |
| **Data source:** What specific data will be used/collected to assess the goal? How will data be collected?From who? How often? |  |