



**2015-2016 Administrative Unit Evaluation Information Form**  
**Operational Goals**  
*{Office and Division Here}*

1. *Office Leader:*
2. *Division Mission Statement:*  
  
*Unit Mission Statement:*
3. *Describe how the Unit Mission aligns/relates to the College Mission:*
4. *Articulate your office goals and performance outcomes in the table below. Align your goals with the College's Strategic Plan Principles and Goals.*

**Instructions for Completing the Administrative Assessment Template (Example in italics)**

**Step 1: Identify the Unit Mission Statement.** Articulate the broad mission and describe how it relates to the mission of the College.

**Step 2: Clearly State the Goals of the Unit.** Goals are broad declarations of what the unit hoped to accomplish this year. They likely stem from the unit's mission statement. *For example, a unit may wish to increase awareness of resources available on its website.* In the table, first list the 3-5 goals that were assessed this year.

**Step 3: Map the Unit's Goals to the College's Strategic Plan Principles and Goals.** See the Strategic Plan Summary for a listing of principles and goals as you make your linkages. This is available on the Office of Institutional Research website.

**Step 4: Define the Expected Performance Outcomes for Each Goal.** Expected performance outcomes describe the unit's specific, actionable, and measurable endeavors that if accomplished evidence achievement or progress toward the unit's goal. *For example, if the goal is increase awareness of resources available on the office website, the performance outcomes would be specific actions taken to increase the awareness. An example would be quarterly emails to the campus community informing colleagues of available resources.* There will probably be multiple outcomes per goal. These will likely change from year to year more frequently than the goals.

**Step 5: Describe the methods of measurement used.** How, when, and where did you assess or evaluate your expected performance outcomes either quantitatively or qualitatively? Your office should develop assessment procedures to appropriately evaluate each outcome. This section should describe the assessment methods that were used to gather information and to measure the outcome, such as surveys, focus groups, or internally collected data (logbooks/files, etc.). It may help to develop an annual calendar for when to implement these assessment measures and analyze the results. *The assessment of the example of quarterly emails could be simple—track when and how many emails were sent during the year. It could also involve a more in depth examination of awareness probing community members by quick surveys or focus groups.*

**Step 6: Report Your Results and Share Improvements Identified or Made.** What were the actual results of the assessment? What did you learn? Were there programmatic changes identified based upon your results? What do you plan to assess next year? *Using the above examples, results may be that the unit sent four quarterly emails during the 2<sup>nd</sup> week of month. Responses to these were positive but suggestions were offered to enhance content. The website was revised to add additional requested content.*

\*Due to limited space on the form, please feel free to attach additional supporting documentation, evidence, or narrative explanation.

Unit Goals	Related College Principle(s) #	Related Strategic Goal(s) #	Expected Performance Outcomes	Methods of Measurement/Assessment	Results and Recommendations for Improvements
<i>Goals are declarations of what you hope to achieve connected to your unit's mission or the College's mission.</i>	<i>Please provide the Strategic Plan Principle #'s to which your goals align.</i>	<i>Please provide the Strategic Plan Goal #'s to which your goals align.</i>	<i>What specific actions did you take in the past year to help meet the goals? These should be measurable outcomes that if achieved would evidence achievement or progress toward the goals.</i>	<i>How, when, and/or where did you assess or evaluate your <u>outcomes</u>, either quantitatively or qualitatively (i.e., surveys, interviews, focus groups, logbooks, completion times, success rates, etc.)?</i>	<i>Please share the results from your measurement/assessment. Please indicate any improvements or programmatic changes you plan to make based on those results.</i>
1.			a.  b.  c.  d.		
2.			a.  b.  c.  d.		

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3.			a.  b.  c.  d.		
4.			a.  b.  c.  d.		

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5.			a.  b.  c.  d.		
6.			a.  b.  c.  d.		