

DEPARTMENTAL ASSESSMENT PLAN

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DEPARTMENT:

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YEAR:

SECTION I:Mission, Outcomes, Goals, Assessment Cycle

**Unit Mission and Description of Services**

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**Assessment Cycle**

Add your Knowledge and Application Outcomes (KAOs) and Operational Outcomes (OOs) in each row, then place an X in the year(s) you plan to assess each outcome. You should plan to assess 2-3 outcomes annually. Each outcome should be assessed on a rotating basis, typically on a 3 to 4 year cycle.

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| **Outcomes:** | **2024-2025** | **2025-2026** | **2026-2027** | **2027-2028** | **2028-2029** |
| Students will engage with offices.(Make a list of all activities, programs, and services that hit this outcome.) | X |  |  |  |  |
| Students will develop a better understanding of available resources at MSU. |  | X |  |  |  |
| Students will meet helpful staff they can connect with during times of trouble. |  |  | X |  |  |
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**Annual Goals**

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SECTION II: Assessment Plan

Please complete the outline below with the specific plans your department has discussed for how the outcomes scheduled to be assessed this year will be measured and analyzed.

**I. Outcome**

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**Method of Assessment**

Describe the tool(s) (e.g. survey, focus group, document analysis) that will be used to assess the outcome

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**Participation**

Goal for number of individuals who will participate in the assessment

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**Selection Criteria**

How will these individuals be selected (e.g. student leaders, first year students, random sample, etc.)?

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**Analysis**

How will your department analyze the data?

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**Timeline**

When will the data collection and analysis occur?

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**To Do List**

What items need to be completed to assess this outcome, and who is responsible for their completion?

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**II. Outcome**

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**Method of Assessment**

Describe the tool(s) (e.g. survey, focus group, document analysis) that will be used to assess the outcome

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**Participation**

Goal for number of individuals who will participate in the assessment

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**Selection Criteria**

How will these individuals be selected (e.g. student leaders, first year students, random sample, etc.)?

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**Analysis**

How will your department analyze the data?

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**Timeline**

When will the data collection and analysis occur?

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**To Do List**

What items need to be completed to assess this outcome, and who is responsible for their completion?

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**III. Outcome**

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**Method of Assessment**

Describe the tool(s) (e.g. survey, focus group, document analysis) that will be used to assess the outcome

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**Participation**

Goal for number of individuals who will participate in the assessment

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| --- |
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**Selection Criteria**

How will these individuals be selected (e.g. student leaders, first year students, random sample, etc.)?

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**Analysis**

How will your department analyze the data?

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**Timeline**

When will the data collection and analysis occur?

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**To Do List**

What items need to be completed to assess this outcome, and who is responsible for their completion?

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