

**Assessment Plan Submission Checklist**  
**Nonacademic Units**  
(Colleges, Departments, Administrative, and Support Units)

**Goal:** Broad statement of mission or purpose that serves as a guiding principle of a unit.

- Aligned with the definition of a Goal
- Aligned with the overall mission/purpose of the program
- The number of Goals is appropriate for the size of the program or unit.

**Performance Objective:** A specific, measurable statement of the expected attainment of non-learning tasks.

- Aligned with the definition of a Performance Objective
- Aligned with the respective Goal.
- At least two Performance Objectives per Goal.
- Focuses on one specific behavior or service
- Describes the desired quality of improvement of service
- Written in measurable terms

**Key Performance Indicator (KPI):** The method, instrument, process, or technique used to measure and evaluate a performance objective; the means of gathering data

- Aligned with the definition of a Key Performance Indicator
- Aligned with the Performance Objective
- At least one appropriate direct method of measurement (KPI) per objective
- Type of KPI identified
- Includes contextual information (data source, collection method, frequency/timeline)

**Target:** The benchmark, value, or result that will represent success at achieving a performance objective.

- Aligned with the definition of a Target
- Aligned with the KPI
- One Target for each KPI
- Feasible/Reasonable
- Includes contextual information (how/why Target was selected)

**Results:** A clear and concise summary of the information/data gathered from a KPI

- Aligned with the definition of Results
- Aligned with the KPI/Target
- Summary of Results for all KPIs/Targets
- Clear explanation regarding why the Target was met, partially met, or not met.
- Includes actionable data that can clearly be used for improvement

**Action:** Specific steps taken to improve a program or unit based on an analysis of assessment findings.

- Aligned with the definition of an Action
- Aligned with the Findings
- Identifies an area that needs to be monitored, remediated, or enhanced

**Update to Previous Cycle's Plan for Continuous Improvement (PCI):** A narrative describing the unit's progress in completing the previous cycle's PCI.

- Aligned with the definition of an Update to the Previous Cycle's Plan for Continuous Improvement
- Provides a progress update on all items included in the previous cycle's PCI
- Includes relevant contextual information
- Written in the past tense

**New Plan for Continuous Improvement:** A narrative summarizing all actions to be implemented in the next assessment cycle.

- Specific and detailed
- Includes all actions identified in the current assessment plan
- Includes additional initiatives or other items to be assessed in the next cycle
- Includes contextual information and details
- Written in the future tense

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### **Completeness and Clarity**

- Assessment plan items are aligned with definitions and with other relevant assessment plan items
- All fields in each assessment plan item template are completed (i.e., in Anthology Planning)
- Avoid jargon or acronyms unless defined the first time used
- Write in full sentences
- Don't assume a reader is knowledgeable about your program or unit
- Replace vague phrases with specifics

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**A strong assessment plan is  
intentional, aligned, feasible, evidence-based, and  
focused on improvement.**