

Department _____
 Contact Person _____

Bucknell University Administrative Department Outcomes Assessment Template

The following table is intended to serve as an aid in the development of a departmental assessment plan. Such a plan must include a clear statement of mission and goals, specific measurable objectives, multiple measures to assess each objective, and clearly defined criteria for success. Above all, the plan should demonstrate that the results of assessment are being used to continuously improve the quality of the services you provide. This outline is not prescriptive; there are many ways to design effective assessment programs. It should serve only as a starting point for organizing your own thinking about assessment. Use the electronic version of this template⁽¹⁾ to fill in your department's data in the right column.

University Mission and Goals		
College Mission and Goals		
Departmental Mission	Use the departmental statement in the Bucknell Catalog as a starting point. State the department's general purpose. Why does it exist, and for whom? How does the departmental mission relate to the college and University missions?	
Departmental Goals	State the overall goals of the department in the context of its mission. Goals are somewhat more specific than mission, and convey the long-term intended purposes of an education in the department.	
Departmental Objectives	How will the department determine whether the defined goals are being met? These may be considered measures of quality. Objectives are typically shorter term and more specific than goals. It is important to limit this list to a manageable number (typically 3-5), since multiple measures will be required for each objective. You may find it helpful to categorize the objectives by type (e.g., cognitive, skills or attitudes).	

Learning Processes	To what learning experiences and strategies will students be exposed to achieve these objectives?	Examples: group learning, service learning, language laboratories, projects, etc.
Assessment Techniques	<p>By what measure(s) will you assess the effectiveness of your department? For each measure, you must also specify a standard for success, i.e., specific criteria by which achievement may be judged.</p> <p>Multiple measures are recommended for each learning objective. A mixture of quantitative and qualitative measures is also appropriate.</p> <p>What measures are already in place? What additional measures need to be implemented? How and when will they be implemented?</p> <p>Measures can be characterized by the level at which they operate; some establish baselines, some operate at the course level, others at the program level.</p>	Ex: ___% of full time faculty will attend the August workshop.
Outcomes (Results, Status)	What did you find out? What do the data show? What is going on? The department must also decide what information it wishes to disseminate. To what stakeholders? How?	
Decisions (Plans for Future, Recommendations)	Based on your data, what do you plan to do now?	
Actions Taken	What has actually been done? What changes have resulted (e.g., in the curriculum, in resource allocation, etc.) from this feedback loop?	
Revisions to Assessment Plan	What changes have been made to the assessment plan itself as a result of the experience with a full cycle of collecting evidence and utilizing it to improve the quality of learning?	

<p>Process Issues</p>	<p>What process was used to arrive at the list of outcomes?</p> <p>What process was used to decide how to assess each outcome?</p> <p>To what extent have faculty been engaged in the process and to what extent are outcomes measures incorporated into your department?</p> <p>How have students been involved in the assessment process?</p> <p>What are the costs and benefits of the assessment process?</p> <p>How were barriers overcome? How did the department take advantage of assets to the assessment process?</p>	
<p>Special Issues</p>	<p>You may wish to consider other areas that influence the effectiveness of your department that were not addressed directly through your goals and objectives.</p>	

Footnote:

(1) An electronic version of this template is available in the file space of the Institutional Research Office. Go to: Admin_Depts / Inst_Research / Public folder /Assessment Plan folder / Assessment_Template_Admin.