



Administrative and Support Unit Assessment: Assessment Goals Template 2024-2025 Assessment Cycle

Instructions: Each of the following sections are required to be completed and/or updated for the current **2024-2025 Assessment Cycle (Fall '24-Spring '25 Results, and Fall '25-Spring '26 Plans)**.

Assessment resources as well as submission instructions may be found on the [Planning and Institutional Effectiveness website](#). For assistance, please contact the office at SoederA@Grayson.edu.

Please submit via email to soedera@grayson.edu by October 15, 2025.

Administrative and Support Unit Information			
Basic Information			
Unit Name:		Total Number of Staff Members	Estimated Student Caseload (annually)
Division:		PT: FT:	
Department:			
Mission Statement:			
Contacts			
Assessment Coordinator:			
Program Coordinator/Director/Supervisor:			
Dean/Vice President:			
External Agency or Auditor (if applicable)			
Agency Organization:			
Date of last report or audit review:			
Date of next report or audit review:			

Administrative and Support Unit Results – Report of Results and Continuous Improvement

Assessment Goal 1		
Assessment Type (dropdown list)		
Achievement Target Numerical target. <i>Ex. 50% of survey respondents will rate services as good or excellent.</i>		
Number of Assessed Services/Units/Individuals Identify the assessment sample count and the total population, along with descriptive statistics to help measure impact and reach. <i>Ex. 80 out of the 90 survey responses rated services as good or excellent (90/80=88%)</i>	Total population, or total number assessed (N=):	
	Successful assessment sample (S=):	
	Percentage of Assessment (S/N=):	
Results Discussion The discussion here should tell the story of what occurred for this assessment goal and assessment method, and achievement target, and show alignment between all of them. Provide not only descriptive data (headcount, percentages, average, etc.) but a discussion that shares insights and understanding.		
Conclusion: Achievement Target Met or Not Met (drop down) Ensure the conclusion aligns with the results discussion. If you were unable to conduct the assessment, select <i>Not Met</i> .		
Follow Up on any Prior Action Plans or Use of Results (from prior cycles) If you made changes or included and Action Plan/Use of Results for the prior year, describe the impact of those actions.		
Action Plan or Use of Results Action plans should be based on assessment results and aligned with the goals. They should be specific and identify clear actions and responsible parties. Action plans should focus on changes to services or operations, rather than assessment methods.		
Any Additional Notes to Support Closing the Loop Feel free to use this space to make other notes that will help contextualize the assessment results for readers and reviewers, or for reminders for your department/division.		

Administrative and Support Unit Results – Report of Results and Continuous Improvement			
Assessment Goal 2			
Assessment Type (dropdown list)			
Achievement Target Numerical target. <i>Ex. 50% of survey respondents will rate services as good or excellent.</i>			
Number of Assessed Services/Units/Individuals Identify the assessment sample count and the total population, along with descriptive statistics to help measure impact and reach. <i>Ex. 80 out of the 90 survey responses rated services as good or excellent (90/80=88%)</i>		Total population, or total number assessed (N=):	
		Successful assessment sample (S=):	
		Percentage of Assessment (S/N=):	
Results Discussion The discussion here should tell the story of what occurred for this assessment goal and assessment method, and achievement target, and show alignment between all of them. Provide not only descriptive data (headcount, percentages, average, etc.) but a discussion that shares insights and understanding.			
Conclusion: Achievement Target Met or Not Met (drop down) Ensure the conclusion aligns with the results discussion. If you were unable to conduct the assessment, select <i>Not Met</i> .			
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Administrative and Support Unit Results – Report of Results and Continuous Improvement			
Assessment Goal 3			
Assessment Type (dropdown list)			
Achievement Target Numerical target. <i>Ex. 50% of survey respondents will rate services as good or excellent.</i>			
Number of Assessed Services/Units/Individuals Identify the assessment sample count and the total population, along with descriptive statistics to help measure impact and reach. <i>Ex. 80 out of the 90 survey responses rated services as good or excellent (90/80=88%)</i>		Total population, or total number assessed (N=):	
		Successful assessment sample (S=):	
		Percentage of Assessment (S/N=):	
Results Discussion The discussion here should tell the story of what occurred for this assessment goal and assessment method, and achievement target, and show alignment between all of them. Provide not only descriptive data (headcount, percentages, average, etc.) but a discussion that shares insights and understanding.			
Conclusion: Achievement Target Met or Not Met (dropdown list) Ensure the conclusion aligns with the results discussion. If you were unable to conduct the assessment, select <i>Not Met</i> .			
Follow Up on any Prior Action Plans or Use of Results (from prior cycles) If you made changes or included and Action Plan/Use of Results for the prior year, describe the impact of those actions.			
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Administrative and Support Unit Results – Report of Results and Continuous Improvement

Assessment Goal 4			
Assessment Type (dropdown list)			
Achievement Target Numerical target. <i>Ex. 50% of survey respondents will rate services as good or excellent.</i>			
Number of Assessed Services/Units/Individuals Identify the assessment sample count and the total population, along with descriptive statistics to help measure impact and reach. <i>Ex. 80 out of the 90 survey responses rated services as good or excellent (90/80=88%)</i>		Total population, or total number assessed (N=):	
		Successful assessment sample (S=):	
		Percentage of Assessment (S/N=):	
Results Discussion The discussion here should tell the story of what occurred for this assessment goal and assessment method, and achievement target, and show alignment between all of them. Provide not only descriptive data (headcount, percentages, average, etc.) but a discussion that shares insights and understanding.			
Conclusion: Achievement Target Met or Not Met (dropdown list) Ensure the conclusion aligns with the results discussion. If you were unable to conduct the assessment, select <i>Not Met</i> .			
Follow Up on any Prior Action Plans or Use of Results (from prior cycles) If you made changes or included and Action Plan/Use of Results for the prior year, describe the impact of those actions.			
Action Plan or Use of Results Action plans should be based on assessment results and aligned with the goals. They should be specific and identify clear actions and responsible parties. Action plans should focus on changes to services or operations, rather than assessment methods.			
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Administrative and Support Unit Results – Report of Results and Continuous Improvement

Assessment Goal 5		
Assessment Type (dropdown list)		
Achievement Target Numerical target. <i>Ex. 50% of survey respondents will rate services as good or excellent.</i>		
Number of Assessed Services/Units/Individuals Identify the assessment sample count and the total population, along with descriptive statistics to help measure impact and reach. <i>Ex. 80 out of the 90 survey responses rated services as good or excellent (90/80=88%)</i>	Total population, or total number assessed (N=):	
	Successful assessment sample (S=):	
	Percentage of Assessment (S/N=):	
Results Discussion The discussion here should tell the story of what occurred for this assessment goal and assessment method, and achievement target, and show alignment between all of them. Provide not only descriptive data (headcount, percentages, average, etc.) but a discussion that shares insights and understanding.		
Conclusion: Achievement Target Met or Not Met (dropdown list) Ensure the conclusion aligns with the results discussion. If you were unable to conduct the assessment, select <i>Not Met</i> .		
Follow Up on any Prior Action Plans or Use of Results (from prior cycles) If you made changes or included and Action Plan/Use of Results for the prior year, describe the impact of those actions.		
Action Plan or Use of Results Action plans should be based on assessment results and aligned with the goals. They should be specific and identify clear actions and responsible parties. Action plans should focus on changes to services or operations, rather than assessment methods.		
Any Additional Notes to Support Closing the Loop Feel free to use this space to make other notes that will help contextualize the assessment results for readers and reviewers, or for reminders for your department/division.		

Steps/Plans for Improving Assessment

This space is provided to help tie all of the assessment results together into a cohesive reflection and discussion. Feel free to expand on discussion beyond the guiding questions.

Guiding Questions:

- What changes did your program/credential or department make to the assessment plan/process since the last assessment report, if any? Explain.
- Is your assessment unit in the process of implementing or discussing changes to the assessment plan/process? If so, discuss.
(e.g. adding/removing/editing assessment goals, support resources, offerings, training services, etc.)
- What unanticipated challenges were there to the overall assessment process this year, if any? Explain.
- What unanticipated opportunities or celebrations did you have with regards to the assessment process this year, if any? Explain.
- How did you involve students in the assessment processes this past year, or how would you like to involve them in the future?

Administrative and Support Unit Planning – Outcomes, Methodology, and Targets

Assessment Goal 1		
Is this a new, previously unassessed Goal?	Yes	No
Assessment Method Status (Active/In-Active) If you select in-active, you will no longer assess this goal using this method (moving forward).		
Assessment Type (dropdown list)		
Achievement Target Numerical target. <i>Ex. 50% of survey respondents will rate services as good or excellent.</i>		
Assessment Method Description (typed) This is the actual THING that is being done to collect assessment data. Provide specifics about how results are obtained (i.e., what is assessed, who administers, who is assessed, description of measure, when administered, where assessed). Each unit or program should have at least one direct assessment method.		
Semester or Time Period Collected (term, year, time in program, etc.) Identify when the assessment will be conducted and data collected.		
Individual(s) Responsible for Collecting and Reporting Data Identify by role or title, rather than name, who will conduct the assessment and/or collect the data.		
Timeframe for Goal Data Analysis When will analysis and sharing of assessment results occur?		
Any Additional Notes to Support Closing the Loop Feel free to use this space to make other notes that will help contextualize the assessment plan or planning for readers and reviewers, or for reminders for your department/division.		

Administrative and Support Unit Planning – Outcomes, Methodology, and Targets

Assessment Goal 2

Is this a new, previously unassessed Goal?

Yes

No

Assessment Method Status (Active/In-Active)

If you select in-active, you will no longer assess this goal using this method (moving forward).

Assessment Type (dropdown list)

Achievement Target

Numerical target.

Ex. 50% of survey respondents will rate services as good or excellent.

Assessment Method Description (typed)

This is the actual THING that is being done to collect assessment data. Provide specifics about how results are obtained (i.e., what is assessed, who administers, who is assessed, description of measure, when administered, where assessed).

Each unit or program should have at least one direct assessment method.

Semester or Time Period Collected (term, year, time in program, etc.)

Identify when the assessment will be conducted and data collected.

Individual(s) Responsible for Collecting and Reporting Data

Identify by role or title, rather than name, who will conduct the assessment and/or collect the data.

Timeframe for Goal Data Analysis

When will analysis and sharing of assessment results occur?

Any Additional Notes to Support Closing the Loop

Feel free to use this space to make other notes that will help contextualize the assessment plan or planning for readers and reviewers, or for reminders for your department/division.

Administrative and Support Unit Planning – Outcomes, Methodology, and Targets

Assessment Goal 3

Is this a new, previously unassessed Goal?

Yes

No

Assessment Method Status (Active/In-Active)

If you select in-active, you will no longer assess this goal using this method (moving forward).

Assessment Type (dropdown list)

Achievement Target

Numerical target.

Ex. 50% of survey respondents will rate services as good or excellent.

Assessment Method Description (typed)

This is the actual THING that is being done to collect assessment data. Provide specifics about how results are obtained (i.e., what is assessed, who administers, who is assessed, description of measure, when administered, where assessed).

Each unit or program should have at least one direct assessment method.

Semester or Time Period Collected (term, year, time in program, etc.)

Identify when the assessment will be conducted and data collected.

Individual(s) Responsible for Collecting and Reporting Data

Identify by role or title, rather than name, who will conduct the assessment and/or collect the data.

Timeframe for Goal Data Analysis

When will analysis and sharing of assessment results occur?

Any Additional Notes to Support Closing the Loop

Feel free to use this space to make other notes that will help contextualize the assessment plan or planning for readers and reviewers, or for reminders for your department/division.

Administrative and Support Unit Planning – Outcomes, Methodology, and Targets

Assessment Goal 4

Is this a new, previously unassessed Goal?

Yes

No

Assessment Method Status (Active/In-Active)

If you select in-active, you will no longer assess this goal using this method (moving forward).

Assessment Type (dropdown list)

Achievement Target

Numerical target.

Ex. 50% of survey respondents will rate services as good or excellent.

Assessment Method Description (typed)

This is the actual THING that is being done to collect assessment data. Provide specifics about how results are obtained (i.e., what is assessed, who administers, who is assessed, description of measure, when administered, where assessed).

Each unit or program should have at least one direct assessment method.

Semester or Time Period Collected (term, year, time in program, etc.)

Identify when the assessment will be conducted and data collected.

Individual(s) Responsible for Collecting and Reporting Data

Identify by role or title, rather than name, who will conduct the assessment and/or collect the data.

Timeframe for Goal Data Analysis

When will analysis and sharing of assessment results occur?

Any Additional Notes to Support Closing the Loop

Feel free to use this space to make other notes that will help contextualize the assessment plan or planning for readers and reviewers, or for reminders for your department/division.

Administrative and Support Unit Planning – Outcomes, Methodology, and Targets

Assessment Goal 5		
Is this a new, previously unassessed Goal?	Yes	No
Assessment Method Status (Active/In-Active) If you select in-active, you will no longer assess this goal using this method (moving forward).		
Assessment Type (dropdown list)		
Achievement Target Numerical target. Ex. 50% of survey respondents will rate services as good or excellent.		
Assessment Method Description (typed) This is the actual THING that is being done to collect assessment data. Provide specifics about how results are obtained (i.e., what is assessed, who administers, who is assessed, description of measure, when administered, where assessed). Each unit or program should have at least one direct assessment method.		
Semester or Time Period Collected (term, year, time in program, etc.) Identify when the assessment will be conducted and data collected.		
Individual(s) Responsible for Collecting and Reporting Data Identify by role or title, rather than name, who will conduct the assessment and/or collect the data.		
Timeframe for Goal Data Analysis When will analysis and sharing of assessment results occur?		
Any Additional Notes to Support Closing the Loop Feel free to use this space to make other notes that will help contextualize the assessment plan or planning for readers and reviewers, or for reminders for your department/division.		

Administrative and Support Unit Planning – Outcomes, Methodology, and Targets

Assessment Goal 6

Is this a new, previously unassessed Goal?

Yes

No

Assessment Method Status (Active/In-Active)

If you select in-active, you will no longer assess this goal using this method (moving forward).

Assessment Type (dropdown list)

Achievement Target

Numerical target.

Ex. 50% of survey respondents will rate services as good or excellent.

Assessment Method Description (typed)

This is the actual THING that is being done to collect assessment data. Provide specifics about how results are obtained (i.e., what is assessed, who administers, who is assessed, description of measure, when administered, where assessed).

Each unit or program should have at least one direct assessment method.

Semester or Time Period Collected (term, year, time in program, etc.)

Identify when the assessment will be conducted and data collected.

Individual(s) Responsible for Collecting and Reporting Data

Identify by role or title, rather than name, who will conduct the assessment and/or collect the data.

Timeframe for Goal Data Analysis

When will analysis and sharing of assessment results occur?

Any Additional Notes to Support Closing the Loop

Feel free to use this space to make other notes that will help contextualize the assessment plan or planning for readers and reviewers, or for reminders for your department/division.

Administrative and Support Unit Planning – Outcomes, Methodology, and Targets

Assessment Goal 7

Is this a new, previously unassessed Goal?

Yes

No

Assessment Method Status (Active/In-Active)

If you select in-active, you will no longer assess this goal using this method (moving forward).

Assessment Type (dropdown list)

Achievement Target

Numerical target.

Ex. 50% of survey respondents will rate services as good or excellent.

Assessment Method Description (typed)

This is the actual THING that is being done to collect assessment data. Provide specifics about how results are obtained (i.e., what is assessed, who administers, who is assessed, description of measure, when administered, where assessed).

Each unit or program should have at least one direct assessment method.

Semester or Time Period Collected (term, year, time in program, etc.)

Identify when the assessment will be conducted and data collected.

Individual(s) Responsible for Collecting and Reporting Data

Identify by role or title, rather than name, who will conduct the assessment and/or collect the data.

Timeframe for Goal Data Analysis

When will analysis and sharing of assessment results occur?

Any Additional Notes to Support Closing the Loop

Feel free to use this space to make other notes that will help contextualize the assessment plan or planning for readers and reviewers, or for reminders for your department/division.