Administrative and Support Unit Assessment: Assessment Goals Template 2025-2026 Assessment Cycle

Instructions: Each of the following sections are required to be completed and/or updated for the current **2025-2026 Assessment Cycle (Fall '25-Spring '26 Results, and Fall '26-Spring '27 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 the assessment submission form by October 15

Administrative and Support Unit Infomation

Basic Information

Unit Name _____

Division _____

Department _____

Mission Statement

Total Number of Full Time Staff Members _____ **Total Number of Part Time Staff Members** _____

Estimated Student Caseload Annually _____

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 (m/d/yyyy) _____

Date of Next Report or Audit Review (m/d/yyyy) _____

2025-2026 Assessment Results Goals

Instructions

Use pages 2-8 to report on the Assessment Results collected for Goals assessed during the 2025-2026 Academic Year (Fall 2025, Spring 2026, Summer 2026, if including summer data).

These will be the **same** Goals that were submitted in the Assessment Plan for the 2024-2025 Assessment Cycle in October 2025.

Goal 1 Administrative and Support Unit Results – Report of Results and Continuous Improvement

Assessment Goal 1

Assessment Type (Dropdown List)		
Achievement Target Numerical Target. Example: 50% of survey respondents will rate services as good or excellent		
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. Example: 80 out of the 90 survey responses rated services as good or excellent (90/80=88%)	**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 Not Met.		
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.		

Goal 2 Administrative and Support Unit Results – Report of Results and Continuous Improvement

Assessment Goal 2

Assessment Type (Dropdown List)		
Achievement Target Numerical Target. Example: 50% of survey respondents will rate services as good or excellent		
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. Example: 80 out of the 90 survey responses rated services as good or excellent (90/80=88%)	**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 Not Met.		
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.		

Goal 3 Administrative and Support Unit Results – Report of Results and Continuous Improvement

Assessment Goal 3

Assessment Type (Dropdown List)		
Achievement Target Numerical Target. Example: 50% of survey respondents will rate services as good or excellent		
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. Example: 80 out of the 90 survey responses rated services as good or excellent (90/80=88%)	**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 Not Met.		
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.		

Goal 4 Administrative and Support Unit Results – Report of Results and Continuous Improvement

Assessment Goal 4

Assessment Type (Dropdown List)		
Achievement Target Numerical Target. Example: 50% of survey respondents will rate services as good or excellent		
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. Example: 80 out of the 90 survey responses rated services as good or excellent (90/80=88%)	**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 Not Met.		
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.		

Goal 5 Administrative and Support Unit Results – Report of Results and Continuous Improvement

Assessment Goal 5

Assessment Type (Dropdown List)		
Achievement Target Numerical Target. Example: 50% of survey respondents will rate services as good or excellent		
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. Example: 80 out of the 90 survey responses rated services as good or excellent (90/80=88%)	**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 Not Met.		
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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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 thelast assessment report, if any? Explain.
- Is your assessment unit in the process of implementing or discussing changes to the assessmentplan/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 thisyear, if any? Explain.
- How did you involve students in the assessment processes this past year, or how would you like to involvethem in the future?

2026-2027 Assessment Plan Goals

Instructions

Use pages 9-14 to report on the Assessment Results being proposed for Assessment Goals that will be assessed during the 2026-2027 Academic Year (Fall 2026, Spring 2027, Summer 2027, if including summer data).

These Goals may be

1. the **same** Goals that were previously assessed with no changes to the assessment methods or targets;
2. completely **new** Goals that were previously unassessed;
3. previously assessed Goals that reflect minor grammatical changes or updates to metrics such as the assessment method type (i.e. previously measured using a survey, now using a focus group), changes to the achievement target (i.e. increasing the percent expectation from 70% to 80%), recording a change in the operation or function(s) in which the service is assessed (a software may no longer be offered or may have changed names, or a department was reorganized and renames), or other minor updates that do not significantly impact the services outcomes being assessed

Goal 1 Administrative and Support Unit Planning – Outcomes, Methodology, 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. Example: 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.		

Goal 2 Administrative and Support Unit Planning – Outcomes, Methodology, 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. Example: 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.		
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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.		

Goal 3 Administrative and Support Unit Planning – Outcomes, Methodology, 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. Example: 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.		
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Goal 4 Administrative and Support Unit Planning – Outcomes, Methodology, 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. Example: 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?		
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Goal 5 Administrative and Support Unit Planning – Outcomes, Methodology, 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. Example: 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.		
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