

**Assessment Planning Guide**

**Academic Year: 2018-2019**

*Please print and use this optional guide with your development of a solid assessment plan. (Ratchiff & Lowe, Ph.D., 2012)*

Name of Assessment Plan: \_\_\_\_\_

Name(s) Responsible for Assessment Plan: \_\_\_\_\_

ESS Goal: \_\_\_\_\_

Department: \_\_\_\_\_

Department Mission: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Note: Include details as if the reader does not know anything about your service area and write out first use of acronyms.*

**Assessment Plan Description** *Describe the assessment plan. What is it you want to know and how will you use the results?*

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Operational Outcome or Student Learning Outcome** *Write the specific outcome in detail.*

*Link: [Assessment Professional Development](#)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Population/Sample** *Who are the students that you want to include in the assessment and how many?*

*Link: [Survey Monkey sample size calculator](#)*

Target population (Who?) \_\_\_\_\_

How many are in the target population? \_\_\_\_\_

Sample size needed (How many?) \_\_\_\_\_

How many actually included? \_\_\_\_\_

**Type of Assessment** *Identify the type of assessment that will be conducted.*

*Link: [Types of Assessment](#)*

Baseline    Benchmark    Campus Climate/Culture    Cost Effectiveness    National Standards

Needs Assessment    Professional Standards    Satisfaction    Student Learning Outcome (SLO)

Tracking Attendance/Usage    Other: \_\_\_\_\_

**Assessment Measure/Method** *Identify the measure(s)/method(s) that will be used in this plan.*

Document Analysis    Focus Group    Hard Copy Survey    Interview    Observation

Online Survey    Participant Count    Pre & Post Test/Evaluation    Rubric/Scoring

Visual Collection (photos/videos)    Other: \_\_\_\_\_

**Data Collection Tools** *List the tools to be used in this plan. (Computer, electronic device, traffic counter, hard copy survey, rubric, checklist, recorder, video, photos, database, etc.)*

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**Measurement Timeframe** *When will you collect the data, measure student learning, student experience, etc.? It is best to collect data close as possible to the event/student interaction. (Be specific with dates, times, before & after event, etc. Will data collection occur monthly, per event, per term, etc.?)*

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**Data Analysis Method** *How often and how will you analyze the data from your assessment plan? (e.g., compile survey results, use qualitative methods, rubric or scoring guide, calculate averages/percentages, break out the data and also group it.)*

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**COMPLETE THIS SECTION AT THE END OF THE ASSESSMENT CYCLE**

**Summary of Findings** *Summarize the findings. Include main findings, what you learned, and whether or not the assessment project answered the question you posed at the start of the plan. (Maintain supporting evidence.)*

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**Impact of Assessment** *How did you use the results? What changed? Did it improve or not?*

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Ratchiff, P. G., & Lowe, Ph.D., M. (2012, October 12). [http://vcsa.ucsd.edu/\\_files/assessment/workshops/2012-10-12\\_how-to-develop-your-assessment-plan-handouts.pdf](http://vcsa.ucsd.edu/_files/assessment/workshops/2012-10-12_how-to-develop-your-assessment-plan-handouts.pdf). Retrieved from UC San Diego Student Affairs Assessment Resources: <https://vcsa.ucsd.edu/assessment/resources/index.html>