Assessment Checklist
Operational/User Outcomes

1. **The Unit Mission Statement Should**
   - ☐ Be clear, concise, distinctive, and specific
   - ☐ Reflect the values of the program
   - ☐ Answer:
     - What do we do?
     - Why do we do it?
     - For whom?
   - ☐ Align with institutional goals

2. **A Program (Student Learning) Outcome Should**
   - ☐ Focus on a service, process, or instruction (not on individual personnel)
   - ☐ Be clearly and succinctly stated (not bundled)
   - ☐ Be under the control or responsibility of the unit
   - ☐ Be meaningful, not trivial
   - ☐ Be measurable/ascertainable and specific
   - ☐ Be actionable; lead to improvements
   - ☐ Not lead to a “yes/no” answer

3. **An Assessment Method Should**
   - ☐ Be directly related to the outcome
   - ☐ Address all aspects of the outcome (over time)
   - ☐ Provide measurable/ascertainable results
   - ☐ Provide adequate data for analysis
   - ☐ Provide actionable data
   - ☐ Answer these questions:
     - What data will be collected?
     - When will the data be collected?
     - What assessment tool will be used?
     - How will the data be analyzed?
   *NOTE: Multiple assessment methods should be identified if possible.*

4. **A Threshold/Target Should**
   - ☐ Use component (not student or respondent) as analysis
   - ☐ Relate to outcome and assessment method
   - ☐ Be specific (“x% of responses will be correct for each question” or “y% of scores for each item will be at least ‘Good’”)
   - ☐ Avoid vague words such as “most” or “majority”
   - ☐ Avoid “all” or 100% targets

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5. **Findings Should…**
   - ☐ Provide detailed data (avoid “most” or “majority”)
   - ☐ Use specific numbers (not rounded)
   - ☐ Avoid technical language
   - ☐ Be clearly and succinctly presented
   - ☐ Align with outcome and target
   - ☐ Support actions taken later to improve unit

6. **Use of Results Should…**
   - ☐ Address gaps identified by assessment results
   - ☐ Relate to outcome and result from data collected
   - ☐ Provide details of improvement made
   - ☐ Avoid “continue” or “maintain” or “refer to committee”
   - ☐ Be substantive, not trivial
   - ☐ Be stated in past tense