

# Administrative Support, Academic and Student Service Unit Outcomes Assessment Report Compliance Audit Summary

**Year** :

**Division** :

**Unit** :

## Mission Statement

	In compliance 3	Partial compliance 2	Not in compliance 1	Comments
Mission statement is clearly stated and specific to the department/unit.				
Mission statement defines the core purposes of the department/unit.				

## Outcomes

	In compliance 3	Partial compliance 2	Not in compliance 1	Comments
Required number of outcomes is presented. (3)				
Outcomes focus on issues pertinent and important to the department/unit, <i>as specifically defined in the mission statement.</i>				
Outcomes concentrate on key areas where assessment will enable the department/unit to improve, with a focus on <i>the end result</i> and not the means.				
Achievement of outcomes must be measurable.				
Outcomes clearly articulate intended result or action.				

NOTE: Whenever “partial” or “not in” are used, a comment stating why must be included.

## Methods /Measures

	In compliance 3	Partial compliance 2	Not in compliance 1	Comments
At least one <i>direct</i> method is provided for each outcome.				
Method/measures selected align with the intent of the outcome.				
Methods/measures address all of the following: <ul style="list-style-type: none"> <li>• <b>who</b> will be assessed,</li> <li>• <b>what</b> will be assessed,</li> <li>• <b>how</b> the assessment will be conducted, and</li> <li>• <b>when</b> the assessment will take place.</li> </ul>				
Methods/measures can be implemented within the academic year.				
Methods/measures use direct, or indirect when necessary, means of acquiring data.				
Performance targets indicated, such as percentages and numbers.				

## Results

	In compliance 3	Partial compliance 2	Not in compliance 1	Comments
Results are provided for each assessment method/measure.				
Results include reflection upon and discussion of the findings amassed from the corresponding method/measure (analysis).				
Results are based on reliable and valid data collection methods.				
Results indicate level of achievement of performance targets. States if criteria were met.				

NOTE: Whenever “partial” or “not in” are used, a comment stating why must be included.

Results discuss implementation of prior year's action plans and how they impacted performance.				
Results provide indicators for further improvement (analysis).				

## Action Plan

	In compliance 3	Partial compliance 2	Not in compliance 1	Comments
Action plans are provided for each outcome.				
Action plans are based on findings reported in the results.				
Action plans are feasible considering available resources and time.				
Actions plans appear likely to lead to continuous improvement.				

## Evidence of Improvement

	In compliance 3	Partial compliance 2	Not in compliance 1	Comments
Evidence of improvement is described <b>for each outcome demonstrating improvement.</b>				
Evidence of improvement is founded in the results <b>from year to year.</b>				
Evidence summarizes if and how action plans from prior year led to further improvements for current year.				

April 2020

Based on model from Texas State University (2019)

---

NOTE: Whenever “partial” or “not in” are used, a comment stating why must be included.