**Student Affairs Assessment Plan Form - Example**

**Department: Example**

**Key Activity: Leadership**

**Department Goals and Outcomes** (numbered)

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| **Key Activity or Activities** | **Departmental Goals –** *What do you want to accomplish? Each goal should have an outcome.* | **Departmental Outcomes –** *How will you know you have accomplished your goal? Each outcome should have a goal.* |
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| Leadership | 1. Student leaders will mentor transfer students to engage them in the campus. | 1. Twenty student leaders will serve as mentors. |
| Leadership | 1. Student leaders will develop leadership skills. | 1. Student leaders will demonstrate an intermediate level of leadership skills by the end of training. |
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*Add lines as needed*

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| **Assessment Project List *– How will you know if outcome is met?*** | | | | | | | | |
| **Key:** | **Data Type:** SLC – Student Life Cycle UT- Utilization GO- General Outcome LO-Learning Outcome | | | | | | | |
| **Method**: 1-Utilization Collection 2-Survey 3-Rubric 4-Focus Group 5-Secret Shopper 6-Existing Data 7-Other | | | | | | | |
| **Time Frame:** OT-One time S-Each Semester A-Annual (discreet) O-Ongoing | | | | | | | |
| **Goal & Outcome Number** | **Data Type:** | **Method:** | **Assessment Title** | **Time Frame:** | **Data collection Start** | **Data collection End** | **Departmental Review Date** | **Assessment Summary Due Date** |
| 1.a. | UT | 1 | Leader Participation data | OT | 8/22/2018 | 9/9/2018 | 9/30/2018 | 10/15/2018 |
| 1.b. | LO | 3 | Leadership Skills Rubric | S | 12/1/2018 | 12/15/2018 | 12/30/2018 | 5/30/2019 |
|  |  |  |  |  | 4/15/2019 | 4/30/2019 | 5/15/2019 |