**Student Affairs Assessment Plan Form**

**Department:**

**Key Activity:**

 **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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*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** |
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