**Assessing Goals and Learning Outcomes for Departments and Centers**

This document is a template for departments and centers that are developing their goals and learning outcomes. The sections are color coded to indicate the order in which each section should be completed. Once a section is complete, it must be reviewed by an assessment staff person before beginning the next section. Note that the template shows all the content that is required for *one* goal. Therefore, this document will be several pages long if there are three or four goals in all.

1. The yellow section (purpose statement and goals) should be completed first. There is only one purpose statement, but each department or center should have more than one goal. Generally, departments and centers produce three to four goals.
2. After the first section is approved, complete the blue section, which are the performance objectives for each goal.
3. After the second section is approved, complete the green section, which is the qualitative or quantitative evaluation of each goal, and the action plan and improvements (if necessary).

Purpose Statement: [Describe the purpose of the department or center. Ensure that the purpose statement reflects the mission or purpose statement that is published online or in print materials. The statements do not need to be identical, but they should not contradict each other. If the statements contradict, make appropriate changes so that the statements are consistent for all published materials.]

1. Goals: [State the first goal for the department or center.]
	1. Performance Objectives: *List the objectives below. Objectives are statements that describe how the department or center will reach the goal stated above. Some goals require more than one learning objective*.
		1. Performance Objective 1: [Write the first objective here.]
			1. Instrument: [Provide a clear summary statement to describe the instrument that will be used to assess the learning objective. What does the instrument measure?]
			2. Description of Instrument: [Describe the instrument in greater detail. What is used to measure the objective? Why was this instrument selected?]
			3. Expectation: [Indicate the expected qualitative or quantitative result that will indicate that the performance objective was achieved.]
				1. Was the expectation met? [Type yes or no.]
				2. Analysis of Finding: [Describe the outcome of the assessment. If the results are qualitative, provide a detailed description of the findings (i.e., survey results in which respondents offered written responses). If quantitative, provide a written description of the results.]
			4. Action Plan: [If expectation was not met, provide an action plan to achieve the goal set by the department or center.]
			5. Improvement: [If there have been improvements in the way the center or department operates so that its constituents are served better or processes are improved, describe those improvements here. How are those improvements tied to the learning objective?]
2. [List additional goals and their corresponding performance objectives following the outline provided above.]