

John A. Logan College
Student Services Division
Departmental Assessment Plan

Date Established:

Director:

Mission: Purpose of the institution or department. Institution and/or department mission should be used.

Goals: Institution and/or program goals should be used

Learning outcomes/objective: Specific statements derived from goals. They help clarify and define the meaning of the goal. Learning outcomes articulate the measurable expected results of an instructional activity or program effort. They describe measurable behaviors achieved using action verbs such as: arrange, define, explain, calculate, design, synthesize, evaluate, etc.

Operational/Business outcomes describe those elements of a program or activity that can be counted, such as number of students served, level of satisfaction, number of advisees, number and type of appointments with students, etc.

Assessment Methods: Criteria or tools used to determine if the outcomes were reached; Method or tool used for data collection.

Implementation of Assessment Plan: Who is responsible, what is being assessed, how data are collected, and what is the timeline for activities. A table is often useful for visualizing the process.

Results: For each objective/outcome, report results based on established criteria.

Decisions and Recommendations: Based on the results, describe any decisions or changes made regarding programs, policies, and services, as well as improvements to the assessment process.

