1. List at least one outcome you would like to assess.

2. Indicate how the outcome above aligns with or supports the
   - Program Outcomes
   - Unit Outcomes
   - Student Affairs Learning Outcome (SALO) (check only those that apply)
     - Think Critically and Solve Problems
     - Communicate Effectively
     - Advance a Plan for Personal, Academic, and Professional Success
     - Lead in a Diverse Global Society
     - Engage in Healthy Lifestyle
     - Promote Social Justice and Community Responsibility
     - Not related to an SALO

3. What evidence is needed to demonstrate the outcome has been met?

4. What evidence, if any, is already available? Consult your outcomes map.

5. Where and when can you collect the evidence you need? Consult your outcomes map.

6. How will you collect evidence? Choose an evidence collection method that aligns with your outcome, is feasible, and results in credible, actionable information.
   - Interview/Focus Group
   - Observation Checklist
   - Paper/Essay
   - Performance Rubric
   - Poster/Concept Map
   - Quiz/Test
   - Reflective Paper/Journal
   - Survey
   - Tracking/Participant Counting
   - Other ________________
7. How will the evidence be analyzed?
   - Baseline Analytics
   - Checklist
   - Content Analysis
   - Quiz/Test Answer Key
   - Rubric
   - Other ____________________

8. How will you use the findings to inform your program or unit?

9. Create a timeline and indicate the lead person for each activity.

<table>
<thead>
<tr>
<th>Quarter/Date</th>
<th>Activity</th>
<th>Lead Person</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Collect evidence</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Analyze evidence</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Present and discuss results with</td>
<td></td>
</tr>
<tr>
<td></td>
<td>colleagues</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Create an action plan</td>
<td></td>
</tr>
<tr>
<td><em>July 15, 2015</em></td>
<td>Submit report in Compliance Assist</td>
<td></td>
</tr>
</tbody>
</table>

10. Reflection
    Is the evidence collected credible?
    Will the assessment result in actionable information?
    Is the plan realistic in terms of resources and logistics?

NOTES: