

Step 1 - Review, Align, & Update Department Mission and Goals

Due: August

1.1 Review Current Department Mission Statement and 2021-2022 Goals

1.1.1 Alignment Analysis

- What EXTERNAL alignment is needed?
 - MU Strategic Plan
 - MU leadership and priorities
 - SA Divisional leadership and priorities
 - Externally imposed priorities from national associations, accreditation, or licensing standards, etc.
- What INTERNAL alignment do our mission and goals need?
 - Goals should be in service of achieving your mission
 - Consider making a map or crosswalk spreadsheet to visualize

1.1.2 Identify any changes that need to be considered

- Has the structure of your office or department changed?
- Has the purpose of your office or department changed?
- Has the target population of your office or department changed?
- Have your resources shifted in such a way that your prior mission or goals do not make sense anymore?
- Have you received new guidance from leadership that requires you to shift your focus and make new goals?
- Are your goals phrased as S.M.A.R.T. goals? Is it possible to clearly define success for each of the goals you have established, even on a high level?

1.2 List current or updated mission statement:

1.3 List 2022-2023 department goals:

Step 2 – Develop and Submit Department Assessment Plan by 9/1/22

2.1 Schedule a structured conversation with the Assessment Office. Allot at least 1.5 hours. This meeting should be conducted with your director and key office leaders or coordinators.

2.2 Identify short and long-term projects

- Short Term Initiatives are assessments to be completed this year.
- Long Term Initiatives are assessments which will be completed on a longer or cyclical basis, but which will require some action during the upcoming year.

2.3 Complete the “Step 2 Worksheet”

Step 2 Worksheet: Making your Assessment Plan

Program or Activity	Outcomes to assess	Method	Assessment Timeline
Title: Lead/Owner:	Student Learning Outcomes: Support/Operational Outcomes:		<input type="checkbox"/> Single Year Project <input type="checkbox"/> Multi Year Project Start: End:
Title: Lead/Owner	Student Learning Outcomes: Support/Operational Outcomes:		<input type="checkbox"/> Single Year Project <input type="checkbox"/> Multi Year Project Start: End:
Title: Lead/Owner:	Student Learning Outcomes: Support/Operational Outcomes:		<input type="checkbox"/> Single Year Project <input type="checkbox"/> Multi Year Project Start: End:
Title: Lead/Owner:	Student Learning Outcomes: Support/Operational Outcomes:		<input type="checkbox"/> Single Year Project <input type="checkbox"/> Multi Year Project Start: End:

2.4 Submit the completed assessment plan to the Assessment office. We will follow up with any feedback, suggested amendments, or questions.

2.5 Make requests for help with instrument design earlier rather than later. We can assist you in building surveys or planning your assessment methods in more detail. The more space for turnaround time, the better.

Step 3 – Deliver Programs and Services

3.1 Implement your assessment plan. Collect information as you deliver the programs you’re assessing. Try to do it as you go, to the extent possible, so that you don’t have to play catch-up later!

3.2 Make adjustments as necessary. If you need to tweak or shift parts of your assessment plan as you proceed through the year, do it! The Assessment team can provide assistance throughout that process.

Step 4 – Develop and Submit Department Assessment Plan by 6/1/23

4.1 Complete the “Step 4 Worksheet”

Step 4 Worksheet: Reporting your Assessment Findings			
Copy the first two columns from the Step 2 worksheet. Insert your observed outcomes and any actions taken as a result of your assessment.			
Program/Activity/Service	What do you want to assess?	Key Findings/Observed Outcomes	Actions Taken/Adjustments
Title: Lead/Owner:	What question are you trying to answer or what information are you trying to gather?		

4.2 Submit the “Step 4 Worksheet” Send this to the Assessment team at grabauash@missouri.edu and copy the other office members. Do not submit instruments used to collect data but do keep them on file. Simply record your findings and any actions taken because of the information you gathered.

Step 5 – Reflect and Repeat

5.1 Schedule a structured conversation with the Assessment team for sometime in July. This will be a time to go over any questions you have about interpreting assessment results, how to use them in the future, and to take stock of how the past year went in terms of assessment.

Here are some things to think about during this meeting as you reflect over the past year. Ask these questions about the assessment cycle itself, including the handbook and resources used, but also ask these questions about the assessments you conducted and whether they were appropriate for your functional area and the questions you were asking.

- What worked?
- What didn’t work?
- What capacity building do we need to do?

5.2 / 1.1 : Start the cycle over again, integrating your new Departmental Learning Outcomes.

Review your mission and update your program goals, submit them by August 1, and keep on truckin'!