



Non-Academic Department Assessment Plan

Assessment Year:

Goal	Strategic Plan (Direction and/or Initiative) Alignment	Assessment Description (Tool)	Benchmark (how will you know you are succeeding)	Implementation Status (when implementation is expected or was implemented)
Goal #1				
Goal #2				
Goal #3				

Assessment Schedule

Goal/Outcome	When data collected & by whom	When data reviewed & by whom
<i>Example</i>	<i>Survey sent annually in May 1 by Admin Assistant</i>	<i>Results reviewed annually by all dept. members in July.</i>
Goal/Outcome #1		
Goal/Outcome #2		
Goal/Outcome #3		

Information Sharing

Provide a list of stakeholders you share your assessment plan analysis and results with. Provide the context in which it is shared, the frequency (monthly, annually, etc.), and format. The first required sharing is filled in for you.

Stakeholder(s)	Context in which analysis and results are shared	Frequency of information sharing	Format of sharing (written report, verbal presentation, both, etc.)
Assessment Committee	Regular reports for peer-review and to fulfill NWCCU standards.	Plan itself shared when changes occur. Analysis and results shared in ACI Reports on an annual, biannual, or triennial basis.	Written report.