|  |  |
| --- | --- |
| **Division:** |  |
| **Admin Unit:** |  |
| **Contact Name(s):** |  |
| **Email(s):** |  |
| ***Instructions:*** *Use this template to report the outcomes and assessment methods you plan to use for the 2017-2018 assessment cycle. You should include at least three outcomes.* ***Simply copy and paste the pertinent sections in this template to add outcomes****. If you have any questions or concerns please reach out us. When completed, e-mail your plan to* [***assessment@miami.edu***](mailto:assessment@miami.edu)*.* | |

|  |
| --- |
| **Mission:** Insert your unit’s mission statement in the space below. |

|  |
| --- |
| **Outcome 1:** In the space below, indicate what specific, attainable, and measurable operational outcome you want to assess.    ***Example: Facilities will decrease the number of online customer-reported work orders in the Coral Gables campus.*** |

|  |  |
| --- | --- |
| **Assessment Method for Outcome 1:** In this section, insert your method for assessing outcome 1. An effective method includes the type of data you will assess, an instrument used for data collection and frequency, and a measurable target for achieving the outcome. In the space next to each section, briefly answer all the questions*.* | |
| **Data Type:** What are you assessing?  ***Example: Facilities will collect data on the number of customer-reported work orders done online.*** |  |
| **Instrument and frequency:** What instrument will you use to assess? How often do you collect data?  ***Example: Excel or some form of software.*** |  |
| **Target**: What is the measurable target or expectation you aim for, in order to achieve the outcome?  ***Examples: We aim to decrease the number of work orders by 10%.*** |  |

|  |
| --- |
| **Outcome 2:** In the space below, indicate what specific, attainable, and measurable operational outcome you want to assess. |

|  |  |
| --- | --- |
| **Assessment Method for Outcome 2:** In this section, insert your method for assessing outcome 2. An effective method includes the type of data you will assess, an instrument used for data collection and frequency, and a measurable target for achieving the outcome. In the space next to each section, briefly answer all the questions*.* | |
| **Data Type:** What are you assessing?  ***Example: Facilities will collect data on the number of customer-reported work orders done online.*** |  |
| **Instrument and frequency:** What instrument will you use to assess? How often do you collect data?  ***Example: Excel or some form of software.*** |  |
| **Target**: What is the measurable target or expectation you aim for, in order to achieve the outcome?  ***Examples: We aim to decrease the number of work orders by 10%.*** |  |

|  |
| --- |
| **Outcome 3:** In the space below, indicate what specific, attainable, and measurable operational outcome you want to assess. |

|  |  |
| --- | --- |
| **Assessment Method for Outcome 3:** In this section, insert your method for assessing outcome 3. An effective method includes the type of data you will assess, an instrument used for data collection and frequency, and a measurable target for achieving the outcome. In the space next to each section, briefly answer all the questions*.* | |
| **Data Type:** What are you assessing?  ***Example: Facilities will collect data on the number of customer-reported work orders done online.*** |  |
| **Instrument and frequency:** What instrument will you use to assess? How often do you collect data?  ***Example: Excel or some form of software.*** |  |
| **Target**: What is the measurable target or expectation you aim for, in order to achieve the outcome?  ***Examples: We aim to decrease the number of work orders by 10%.*** |  |