

## Academic & Instructional Support Unit (AES) Assessment Process

1. Define unit purpose and main goals & objectives.
2. Choose 3-5 business outcomes or student learning outcomes that would inform improvement or address known areas of concern in your unit. These may well be outcomes you are already measuring.
3. Discuss and determine what successful achievement of each outcome would look like.
  - a. How can you measure it?
  - b. Would the information gathered be actionable?
  - c. Do all those involved understand and agree?
4. Specify method to collect useful data on achieving the specific outcomes.
  - a. Direct and indirect measures.
  - b. Quantitative and qualitative measures.
  - c. Specify scope of assessment.
5. Create and document your plan for the assessment cycle.
  - a. Who is responsible for the collection, analysis and annual reporting?
  - b. What tools will be used?
  - c. Which populations or processes will be assessed?
  - d. When will data be collected?
  - e. Where will the data be stored for analysis?
  - f. How often will data for each outcome be analyzed and reported?
  - g. What is the plan for “closing the loop?” i.e. Using the data to inform future operations.
6. Submit the assessment plan to IEB.
7. Implement the plan in your unit.
8. Submit annual reports.
9. Participate in peer reviews.
10. Gain peer feedback.
11. Close the Loop. Implement periodic assessment plan reviews and updates.