Administrative and Educational Support Outcomes
Revision Checklist
(To be used when revising outcomes and assessment methods/measures)

Mission Statement:
_____ Is the mission statement clearly stated?
_____ Is the mission statement specific to the department/unit?
_____ Does the mission statement define the core purposes of the department/unit?

Outcomes:
_____ Are at least three outcomes presented?
_____ Do the outcomes focus on issues that are pertinent and important to the department/unit, as specifically defined in the mission statement?
_____ Do the outcomes concentrate on key areas where outcomes assessment will enable the department/unit to improve, with a focus on the end result and not the means to get there?
_____ Is it possible to measure achievement of the outcomes?
_____ Do the outcomes clearly articulate the intended result or benefit?
_____ If applicable, do revisions to outcomes align with last year’s action plans?

Methods/Measures:
_____ Are there two methods/measures provided for each outcome?
_____ Do the methods/measures selected align with the intent of the outcome?
_____ Do the methods/measures address all of the following?
    _____ WHO will be assessed (if applicable)?
    _____ WHAT will be assessed?
    _____ HOW the assessment will be conducted?
    _____ WHEN will the assessment take place?
_____ Do the methods/measures include performance targets such as percentages and numbers?
_____ Can the methods/measures be implemented within the academic year?
_____ Can the methods/measures be implemented in a reasonably efficient manner?
_____ Do the methods/measures use direct, or indirect when necessary, means of acquiring data to support the outcomes?
_____ If applicable, do revisions to methods/measures align with last year’s action plans?