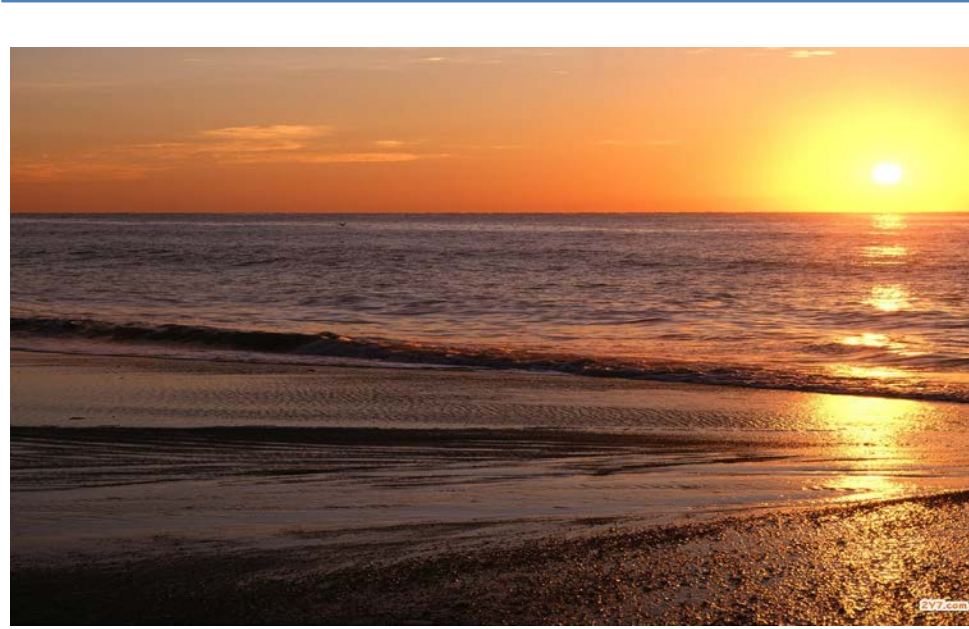




Sept. 2014

Office of Accreditation and Assessment: Steps needed to complete your 2014-2015 assessment plan



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In order to complete your unit's AY 14-15 Assessment Plan please follow the instructions below:

MISSION STATEMENT AND VISION STATEMENT

Step 1:

- **MISSION STATEMENT:** Insert your unit's mission statement in the identified area. You may utilize the same mission statement that your unit had during the 2013-2014 assessment cycle if you wish. Should you make any change to your unit's mission statement in the 2014-2015 assessment plan, please make a note of it in a separate document as you will need to provide the purpose for the change during your next program review.

Step 2:

- **VISION STATEMENT:** Insert your unit's vision statement in the identified area. You may utilize the same vision statement that your unit had during the 2013-2014 assessment cycle if you wish. Should you make any change to your unit's vision statement in the 2014-2015 assessment plan, please make a note of it in a separate document as you will need to provide the purpose for the change during your next program review.

GOALS AND OBJECTIVES

Step 3:

- **GOALS:** You will need to review the Kean University 2013-2020 Strategic Plan to identify the goal your unit is working towards accomplishing. This document is found on the Kean University website at <http://www.kean.edu/KU/Strategic-Plan> under the hyperlink titled "Kean University 2013-2020 Strategic Plan: Goals, Objectives and Actions" and is also available by request from the Office of Accreditation and Assessment. You will need to input the entire title of the goal in the area that is identified as "2013-2020 Strategic Plan Goal" on the assessment planning document; for example, "Kean University Strategic Plan Goal 2 – To attract and retain more full-time, first-time undergraduate students, transfer and graduate students".
 - The area that this will need to be input will be in sections A), B), C), D)

Step 4:

- **OBJECTIVES:** Review the Kean University 2013-2020 Strategic Plan goal that you have identified as the focus. Within that goal, identify which "action item" or "implementation/timeline" item your unit will address during the assessment cycle. The items will be marked in **RED**. Play close attention to the date for when these items are to occur. For example, for this assessment cycle (14-15) focus on items which are to be completed during the 14-15 timelines as established by the 2013-2020 Strategic Plan.
 - If you have identified an "action" item that you wish to assess, please only utilize an "action" item that **does not** have an "implementation/timeline" item underneath it. If an "action" item does have an "implementation/timeline" item underneath it then you **will not** need to assess the "action" item as it is being accomplished through the "implementation/timeline" objective(s).

- Only include “action” items or “implementation/timeline” items that will be your unit’s sole responsibility.
- Several “action” items and/or “implementation/timeline” items lack a specified review period. You may assess an “action” item or “implementation/timeline” item if it lacks a time period but you will need to indicate when the assessment of that objective will occur as indicated within the “timelines with milestones” section – Step 7.
- If you do not see an “action item” or “implementation/timeline” item that addresses what your unit wishes to accomplish during the 2014-2015 assessment cycle, you may create your own unit level objectives so long as they are work to accomplish one of the ten 2013-2020 Strategic Plan goals.

Step 5:

- **RESPONSIBLE INDIVIDUAL:** Identify in this section the individual who will be responsible for overseeing the achievement of the objective. If there will be a team effort, please indicate which individual will be responsible for each item of the review.

Step 6:

- **MEASURES:** Provide the description of the measure(s) that you will use to monitor your process throughout the year. If it is not amenable to quantitative assessment, explain how progress will be measured. If you need support from the OAA or others to collect the necessary data, explain the support you will need in this section.

Step 7:

- **TIMELINES WITH MILESTONES:** Identify what you expect to achieve, and by when, throughout the assessment cycle. Identify what level on your measure(s) you expect to achieve on the previously identified milestone date(s).

Step 8:

- **IMPLEMENTATION PLAN FOR THIS OBJECTIVE:** Provide the description of the process that will be used to achieve the previously identified objective.

From this point you will simply need to follow the previously identified steps for each additional goal you will be assessing to complete your unit’s 2014-2015 assessment plan. Each bolded section identified above must be completed. Focus on only two or three strategic plan goals and within those goals, only two or three objectives that your unit will attempt to accomplish during this assessment cycle. The 2014-2015 assessment cycle will end June 30, 2015.

If you have any questions about this process please contact the Office of Accreditation and Assessment at x73350 and ask to speak with Ian Klein or email iklein@kean.edu.