# Success Outcome Assessment and Action Plan Worksheet

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| **Program/Unit:** | **School/College/Division:** |
| **Contact Person:** | **Contact Email:** |

**Identify the success outcome assessed in academic year 2024-25. If more than one outcome was assessed, please complete a separate worksheet for each outcome.**

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| **Remember** | A success outcome is assessed by at least one type of primary evidence that directly shows the impact of the outcome (e.g., retention rates, process completion timelines, money raised, number of presentations, etc.). Supporting evidence are additional pieces of data that aids the unit in data-driven decision making. |

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| **Primary Evidence** | | | |
| **Evidence Title:**   * e.g., Attendance | | | |
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| **Evidence Description:**   * e.g., Attendance numbers are examined to determine which campus stakeholder groups are attending workshops. | | | |
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| **Target/Criteria:**   * e.g., Faculty and staff associated with all schools/colleges/divisions will attend workshops.  Note: A target statement should include three aspects, a level, a subject/object and a modifier. For more information refer to the [target statement resource](https://effectiveness.syr.edu/wp-content/uploads/2024/10/Target-Resource_102024-edited.pdf).) | | | |
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| **Results:**   * Results can be summarized (e.g., For the 2023-24 academic/fiscal year, the office held 10 workshops and the attendance broken down by school/college division was: 30 faculty in A&S, 20 staff in A&S, 10 faculty in ECS, 5 faculty in SOE, 10 staff in SOE, 54 staff in The Student Experience, etc….) * Results can be provided in a separate file (e.g., word, excel, pdf, dashboards, etc.) * Consider breaking results down by subgroups if applicable (e.g., first-year, senior, part-time/full time, department/school/college etc.) to examine equity. | | | |
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| **Please indicate if the criteria for the above evidence was “Met” or “Not Met”:** | | | |
| \_\_\_\_\_\_ Met  \_\_\_\_\_\_ Not Met | | | |
| **Analysis and Interpretation:**   * Based on the results, discuss strengths and areas for improvement, as well as how results will be used to inform actions and next steps. * Discuss potential operational or programmatic changes that should be considered. | | | |
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| **Equity in Assessment:**   * If results were broken down by subgroups (e.g., first-year, senior, part-time/full time, department/school/college etc.) reflect on any discrepancies where subgroups did not meet the criteria and provide a detailed interpretation for why such discrepancy may occur. * If data are not broken down by sub groups, describe how the program/unit used the assessment findings to modify services and operations to be responsive to diversity, inclusion and equity across all student populations? | | | |
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| **Action** | | | |
| **Identify one action item:** | | | |
|  | Restructure Outcome Statement |  | Additional Training |
|  | Revise Measurement/Assessment |  | Collaborate with Another Department/Unit/Program |
|  | Gather Additional Data |  | Modify Physical Environment |
|  | Revise Benchmark/Target |  | Maintain Assessment Strategy |
|  | Implement New Program/Services |  | Other: |
|  | Community Partnership |
|  | Modify Position/Personnel |
|  | Modify Policies/Procedures |
|  | Adopt Or Expand Technologies |
| **Please indicate action status, except if the action is “Maintain Assessment Strategy”:** | | | |
| \_\_\_\_\_\_ Not Started  \_\_\_\_\_\_ In progress  \_\_\_\_\_\_ Complete | | | |
| **Describe the action in detail and provide a due date:** | | | |
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| **Supporting Evidence** | | | |
| **Evidence Title:**   * e.g., Attendance | | | |
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| **Evidence Description:**   * e.g., Attendance numbers are examined to determine which campus stakeholder groups are attending workshops. | | | |
|  | | | |
| **Target/Criteria:**   * e.g., Faculty and staff associated with all schools/colleges/divisions will attend workshops.  Note: A target statement should include three aspects, a level, a subject/object and a modifier. For more information refer to the [target statement resource](https://effectiveness.syr.edu/wp-content/uploads/2024/10/Target-Resource_102024-edited.pdf).) | | | |
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| **Results:**   * Results can be summarized (e.g., For the 2023-24 academic/fiscal year, the office held 10 workshops and the attendance broken down by school/college division was: 30 faculty in A&S, 20 staff in A&S, 10 faculty in ECS, 5 faculty in SOE, 10 staff in SOE, 54 staff in The Student Experience, etc….) * Results can be provided in a separate file (e.g., word, excel, pdf, dashboards, etc.) * Consider breaking results down by subgroups if applicable (e.g., first-year, senior, part-time/full time, department/school/college etc.) to examine equity. | | | |
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| **Please indicate if the criteria for the above evidence was “Met” or “Not Met”:** | | | |
| \_\_\_\_\_\_ Met  \_\_\_\_\_\_ Not Met | | | |
| **Analysis and Interpretation:**   * Based on the results, discuss strengths and areas for improvement, as well as how results will be used to inform actions and next steps. * Discuss potential operational or programmatic changes that should be considered. | | | |
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| **Equity in Assessment:**   * If results were broken down by subgroups (e.g., first-year, senior, part-time/full time, department/school/college etc.) reflect on any discrepancies where subgroups did not meet the criteria and provide a detailed interpretation for why such discrepancy may occur. * If data are not broken down by subgroups, describe how the program/unit used the assessment findings to modify services and operations to be responsive to diversity, inclusion and equity across all student populations? | | | |
|  | | | |
| **Action** | | | |
| **Identify one action item:** | | | |
|  | Restructure Outcome Statement |  | Additional Training |
|  | Revise Measurement/Assessment |  | Collaborate with Another Department/Unit/Program |
|  | Gather Additional Data |  | Modify Physical Environment |
|  | Revise Benchmark/Target |  | Maintain Assessment Strategy |
|  | Implement New Program/Services |  | Other: |
|  | Community Partnership |
|  | Modify Position/Personnel |
|  | Modify Policies/Procedures |
|  | Adopt Or Expand Technologies |
| **Please indicate action status, except if the action is “Maintain Assessment Strategy”:** | | | |
| \_\_\_\_\_\_ Not Started  \_\_\_\_\_\_ In progress  \_\_\_\_\_\_ Complete | | | |
| **Describe the action in detail and provide a due date:** | | | |
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| **Conclusion** |
| **Outcome Conclusion:** Synthesize the analysis of the evidence noted above and what the collective findings mean in relation to the achievement of the outcome. |
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| **Determine if the outcome is “Met” or “Not Met”:** |
| \_\_\_\_\_\_ Met  \_\_\_\_\_\_ Not Met |

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| **Feedback** | **Would you like feedback on the assessment and action plan?**  \_\_\_\_\_\_Yes  \_\_\_\_\_\_No |

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| **Participation and Communication in the Assessment Process** | |
| Please indicate which of the following best describes the portion of the staff who participated in discussions about assessment results and actions that may be taken? | |
|  | All staff associated with the program/unit |
|  | A majority of the staff associated with the program/unit |
|  | Less than half of the staff |
|  | In committee |
|  | It was just me |
|  | Other (please state): |
| Please indicate if the assessment results and potential actions have been communicated to the following key constituents: | |
| \_\_\_\_\_\_ Faculty  \_\_\_\_\_\_ Staff  \_\_\_\_\_\_ Students  \_\_\_\_\_\_ Alumni  \_\_\_\_\_\_ Results and actions have not been shared yet  \_\_\_\_\_\_ Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |