

## Department Annual Assessment Planning Assessment Details & Identification of OASI Annual Assessment Plans

Department Name \_\_\_\_\_

Assessment Contact(s) \_\_\_\_\_

Prepare for your Assessment Planning meeting by detailing all assessments (surveys, focus groups, internal data audits, etc.) for the upcoming year. Multiple rows are provided for convenience only; use as few or as many as you need as per your department's plans for the upcoming year -- **check only three plans to include for OASI annual Assessment Planning.** Additional details can be found in the Appendix.

Title of Assessment	Outcome Type <small>Check all that apply</small>	Alignment	How to collect data?	When to collect data	OASI Plan? <small>Check 3</small>
	<input type="checkbox"/> Learning <input type="checkbox"/> Program <input type="checkbox"/> Operational <input type="checkbox"/> Satisfaction <i>Details in Appendix.</i>	<input type="checkbox"/> University Strategic Plan <input type="checkbox"/> Division Strategic Plan <input type="checkbox"/> Diversity Action Plan	<input type="checkbox"/> Survey <input type="checkbox"/> Focus Group <input type="checkbox"/> Interview <input type="checkbox"/> Work Samples <input type="checkbox"/> Internal Data <input type="checkbox"/> Other:		<input type="checkbox"/>
	<input type="checkbox"/> Learning <input type="checkbox"/> Program <input type="checkbox"/> Operational <input type="checkbox"/> Satisfaction	<input type="checkbox"/> University Strategic Plan <input type="checkbox"/> Division Strategic Plan <input type="checkbox"/> Diversity Action Plan	<input type="checkbox"/> Survey <input type="checkbox"/> Focus Group <input type="checkbox"/> Interview <input type="checkbox"/> Work Samples <input type="checkbox"/> Internal Data <input type="checkbox"/> Other:		<input type="checkbox"/>

Notes:

Departmental Outcome to be Assessed	Outcome Type	DSL Tactical Alignment	How to collect data?	When to collect	OASI Plan? Check 3
	<input type="checkbox"/> Learning <input type="checkbox"/> Program <input type="checkbox"/> Operational <input type="checkbox"/> Satisfaction  <i>Details in Appendix.</i>	<input type="checkbox"/> University Strategic Plan <input type="checkbox"/> Division Strategic Plan <input type="checkbox"/> Diversity Action Plan	<input type="checkbox"/> Survey <input type="checkbox"/> Focus Group <input type="checkbox"/> Interview <input type="checkbox"/> Work Samples <input type="checkbox"/> Internal Data <input type="checkbox"/> Other:		<input type="checkbox"/>
	<input type="checkbox"/> Learning <input type="checkbox"/> Program <input type="checkbox"/> Operational <input type="checkbox"/> Satisfaction	<input type="checkbox"/> University Strategic Plan <input type="checkbox"/> Division Strategic Plan <input type="checkbox"/> Diversity Action Plan	<input type="checkbox"/> Survey <input type="checkbox"/> Focus Group <input type="checkbox"/> Interview <input type="checkbox"/> Work Samples <input type="checkbox"/> Internal Data <input type="checkbox"/> Other:		<input type="checkbox"/>
	<input type="checkbox"/> Learning <input type="checkbox"/> Program <input type="checkbox"/> Operational <input type="checkbox"/> Satisfaction	<input type="checkbox"/> University Strategic Plan <input type="checkbox"/> Division Strategic Plan <input type="checkbox"/> Diversity Action Plan	<input type="checkbox"/> Survey <input type="checkbox"/> Focus Group <input type="checkbox"/> Interview <input type="checkbox"/> Work Samples <input type="checkbox"/> Internal Data <input type="checkbox"/> Other:		<input type="checkbox"/>

**Notes:**

Departmental Outcome to be Assessed	Outcome Type	DSL Tactical Alignment	How to collect data?	When to collect	OASI Plan? Check 3
	<input type="checkbox"/> Learning <input type="checkbox"/> Program <input type="checkbox"/> Operational <input type="checkbox"/> Satisfaction	<input type="checkbox"/> University Strategic Plan <input type="checkbox"/> Division Strategic Plan <input type="checkbox"/> Diversity Action Plan	<input type="checkbox"/> Survey <input type="checkbox"/> Focus Group <input type="checkbox"/> Interview <input type="checkbox"/> Work Samples <input type="checkbox"/> Internal Data <input type="checkbox"/> Other:		<input type="checkbox"/>
	<input type="checkbox"/> Learning <input type="checkbox"/> Program <input type="checkbox"/> Operational <input type="checkbox"/> Satisfaction	<input type="checkbox"/> University Strategic Plan <input type="checkbox"/> Division Strategic Plan <input type="checkbox"/> Diversity Action Plan	<input type="checkbox"/> Survey <input type="checkbox"/> Focus Group <input type="checkbox"/> Interview <input type="checkbox"/> Work Samples <input type="checkbox"/> Internal Data <input type="checkbox"/> Other:		<input type="checkbox"/>
	<input type="checkbox"/> Learning <input type="checkbox"/> Program <input type="checkbox"/> Operational <input type="checkbox"/> Satisfaction	<input type="checkbox"/> University Strategic Plan <input type="checkbox"/> Division Strategic Plan <input type="checkbox"/> Diversity Action Plan	<input type="checkbox"/> Survey <input type="checkbox"/> Focus Group <input type="checkbox"/> Interview <input type="checkbox"/> Work Samples <input type="checkbox"/> Internal Data <input type="checkbox"/> Other:		<input type="checkbox"/>

**Notes:**

## Appendix: Department Annual Assessment Planning

### Tips for Getting Started - What should we assess?

- Assessments can be based on the results of this year's plans, new programs or initiatives, or some other source that indicates one of your department's outcomes needs a closer look.
- If an assessment has not yielded different results over the span of two or three years, consider transitioning to another area to assess.

### Outcome Type Descriptions

- **Learning outcomes** examine cognitive skills that students develop through interactions with a department, program, or service; measurable, transferable skill development. These outcomes indicate what a participant will know, think, or be able to do as a result of an event, activity, program, etc.
- **Program outcomes** examine what a program or process is to do, achieve, or accomplish for its own improvement and/or in support of institutional or divisional goals. Operational and satisfaction outcomes are two types of program outcomes:
  - **Operational outcomes** deal with functions, demand, resources, and efficiencies. Examples include the following:
    - i. *Tracking*. Number of students served, number and type of appointments, number of advisees, etc.
    - ii. *Cost effectiveness*. Are the benefits worth the cost?
    - iii. *Needs*. Are services and offerings consistent with what students are requesting? Does availability meet demand?
  - **Satisfaction outcomes** are related to program and operational outcomes, but detail the level of satisfaction with services provided from the perspective of a specific audience (students, community, parents, etc).

### Additional Resources

- [OASI Annual Assessment Planning Page](#)
- [DSL Tactical Plan](#)
- [UT Vol Vision Strategic Plan](#)
- [Video Tutorial: How to Complete an Assessment Plan](#)
- [Video Tutorial: Understanding and Completing the Executive Summary](#)
- OASI I-Drive Shared Assessment Folder (vol06 -> VC Student Affairs -> \_Share - Assessment).
- Email for assistance: [dslassessment@utk.edu](mailto:dslassessment@utk.edu)