

Before beginning to build your assessment plan, it is important to understand its components. In the Planning Module, the individual parts of the assessment plan are referred to as “Plan Items”. To the right, are the components that comprise an Annual Assessment plan. This document provides a brief overview of the **Goal** Plan Item and the information you are asked to provide.

**Annual Assessment Plan Components:**

1. Mission Statement
2. **Goal (optional)**
3. Student Learning Outcome
4. Other Outcome
5. Measure and Result
6. Results Driven Action
7. Executive Summary (optional)
8. Additional Metrics (optional)

## GOAL PLAN ITEM PROFILE

### WHAT IS IT?

The **Goal** Plan Item provides you the space to create goals for your program/unit. You are able to add multiple Goal Plan Items. This is an optional component of an assessment plan, meaning that you should not create a Goal for the sole purpose of completing your plan. Using the mission statement as a guide, goals should convey a clearer picture of meaningful expectations, establish the focus of the program or unit, and provide direction to mission implementation. The goal statement should be more specific than the mission, but still broad in nature so as to be distinguishable from your outcomes. Ideally, these Plan Items will appear over several cycles, so you will only need to create it once. However, it should be reviewed and updated on an annual basis dependent on your progress towards completing it. You will be asked for the following information in this item:

### WHAT WILL YOU BE ASKED FOR?

Below is a list of fields and their instructions as found in the Planning module.

#### **Goal Identifier**

*Provide a number/letter identifier to separate multiple Goals from one another. This identification scheme may be consistent across the college, so please check with your college/department-appointed assessment liaison if you are unsure. If your program only has one mission statement, please enter "00".*

#### **Goal Title/Theme**

*Please provide a short title for this goal. This title will appear in conjunction with the identifier on your dashboard for this program/unit. For example, "Communication and Management Skills" may be a title/theme for a goal.*

#### **Goal Statement**

*Using the mission statement as a guide, goals should convey a clearer picture of meaningful expectations, establish the focus of the program or unit, and provide direction to mission implementation. The goal statement should be more specific than the mission, but still broad in nature so as to be distinguishable from your outcomes. For example, graduates from the*

*program of XYZ will be capable of managing technical projects both as a team leader and team member while effectively communicating tasks and goals.*

**Goal Current Cycle Status (dropdown box)**

*Please indicate your progress towards entering information for this Goal this cycle. "In Progress" indicates you have started adding information but will return to complete at a future date. "Completed" indicates you are finished entering information for this cycle and it is ready for review. Please note this does not reflect your achievement status towards meeting your outcomes, goals, measures, etc.*