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**Annual Assessment Plan Template**

For Administrative and Educational Support (AES) Departments

**Department: Academic Year:**

Every department at Queens College makes a unique contribution to the College. The purpose of assessment is to showcase that work, and help you make progress toward your goals. Assessment can help you identify challenges, address concerns, and be more deliberate about solutions.

This template has two parts: a place to document your **Mission and Goals**, and a place to document your **Annual** **Assessment Plan.**

The assessment process begins with articulating your **mission and goals**. This sets the foundation for answering questions about where and how improvements can be made.

The purpose of an **assessment plan** is to document your key priorities for the coming year according to the stages of the assessment cycle: state the department’s mission and goals, set SMART objectives, and select assessment methods, tools, or measures.

**Before you complete this document, please review the following worksheets:**

* [**OIE Worksheet 1. *How to Articulate your Mission Statement***](https://www.qc.cuny.edu/assessment/wp-content/uploads/sites/47/2024/10/QC-OIE-Worksheet1-Mission-Statement.docx)
* [**OIE Worksheet 2. *How to Identify your Goals and Objectives***](https://www.qc.cuny.edu/assessment/wp-content/uploads/sites/47/2024/10/QC-OIE-Worksheet2-Goals-and-Objectives.docx)
* [**OIE Worksheet 3. *Self-Assessment Rubric for* *Sustainable Assessment Practice***](https://www.qc.cuny.edu/assessment/wp-content/uploads/sites/47/2024/10/QC-OIE-Worksheet3-Self-Assessment-Rubric.docx)

**Mission and Goals**

**A mission statement is a general statement that briefly outlines the overall purpose of a department.** Your mission statement should indicate the department’s primary functions, identify its stakeholders, and articulate the office’s distinct role at the college.

**Mission Statement**

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**Goals are broad statements that detail how the department will fulfill its mission.** Your goals should correspond to every element of the mission, pointing to the department’s major responsibilities. Both mission and goals change only in the event of fundamental changes to the purpose of a department.

All administrative departments have operational goals. Departments that are student-facing also have goals related to students.

* Operational goals deal with the functions, demands, resources, and efficiencies of the department.
* Student goals address how the department contributes to the success or development of students.

**Goals**

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**Annual Assessment Plan:** Use this grid to document assessment, attaching any documents referenced.

The purpose of an **Assessment Plan** is to document your key priorities for the coming year according to the stages of the assessment cycle: state the department’s mission and goals, set SMART objectives, and select assessment methods, tools, or measures. We ask that you assess progress towards at least two of your department’s goals each year with an eye towards how you will assess other goals in the future.

*Keep in mind that the aim of assessment is* ***improvement over time****. Assessment should be* ***useful, actionable, manageable, and sustainable****.*

| **First Goal to be assessed this year:** | | | | |
| --- | --- | --- | --- | --- |
| **How does this goal support or connect to the QC Mission or the QC Strategic Plan?** | | | | |
| **(1) Objectives Assessed**  *Refer to your Goals and Objectives Worksheet* | **(2) Assessment Methods, Tools, or Measures** | **(3) Expected Results or Benchmarks** | **(4) Findings** | **(5) Use of Findings** |
|  |  |  | **To be completed in Assessment Report** |  |
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| **Second Goal to be assessed this year:** | | | | |
| --- | --- | --- | --- | --- |
| **How does this goal support or connect to the QC Mission or the QC Strategic Plan?** | | | | |
| **(1) Objectives Assessed**  *Refer to your Goals and Objectives Worksheet* | **(2) Assessment Methods, Tools, or Measures** | **(3) Expected Results or Benchmarks** | **(4) Findings** | **(5) Use of Findings** |
|  |  |  | **To be completed in Assessment Report** |  |
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**Overall Comments (optional)**

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