Division:_____

Unit: _____

The purpose of this checklist is to help you identify and determine your assessment needs.

1. **What are you assessing?**
   o Students' Level of Satisfaction with Services
   o Student Learning
   o Efficiency of Process
   o Productivity of Process
   o Other: _____

2. **Why are you assessing?**
   ▪ For internal purposes (e.g. unit review, etc.)
      o Good management
      o Quality motivation
      o To know where you are
      o To know where you have been
      o To know what is possible and how to get there
   ▪ For external purposes
      o Regional Accreditation
      o Organizational Level Accreditation

3. **From whom will you collect the data?**
   o Incoming students
   o Current students
   o Graduating students
   o Alumni
   o Faculty
   o Staff
   o Parents
   o Other Institutions
   o Employers of graduates

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4. How will you use the data?
- ○ To make improvements
- ○ For accreditation review
- ○ To fulfill a request by a committee
- ○ To support a proposal
- ○ To recruit new students

5. How often will you collect the data?
- ○ Daily
- ○ Weekly
- ○ Monthly
- ○ Each semester
- ○ Each assessment cycle

6. What tools will you use to collect the data?
- ○ Surveys/Questionnaires
- ○ Headcounts
- ○ Focus Groups (with themes)
- ○ Query Reports
- ○ Pre-Post Tests
- ○ Reflection Artifacts (with rubric)
- ○ Google Analytics
- ○ Other: _____

(Adapted from University of Central Florida's Administrative Unit Handbook)

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