

College/Unit Goal Data Reporting Guide

Institutional Assessment

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<i>Campus Labs Field</i>	<i>Guiding Questions/Instructions</i>
Action Items	What will you do to achieve the goal? List and number each action separately.
Measures of Action Items	How will you know that your action item(s) has (have) been achieved? There should be at least one measure per action item. List and number them to match the corresponding Action Item number. Use small letters to identify multiple measures for one Action Item when appropriate (for example, 1a, 1b).
Time Period of Action Items	When will you implement the action item? List and number the time periods to match the corresponding Action Item number.
Resources of Action Items	What personnel or funds will be used to implement the action item(s)? There should be at least one resource per action item. List and number each resource to match the corresponding Action Item number. Use small letters to identify multiple resources for one Action Item when appropriate (for example, 1a, 1b).
Results and Evaluation	Who reviewed the results? What did you find out?
Unit/College Actions for Improvement	What did you decide to do based on your results?