**DIRECTIONS** - Complete a separate form for each goal. Goals and tasks should relate to the major business unit’s or division goals and/or the university's priorities. More information about the components of this assessment plan or assessment process is in the Administrative Affairs Annual Program Review, Evaluation & Planning (PREP) Handbook and information about how the Plan will be evaluated is in the Administrative Affairs Annual Assessment Rubric (both at <http://www.humboldt.edu/adminaffairs/Assessment.html>).

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| **Administrative Affairs Assessment for** | <Dept-Unit> | **Fiscal Year** | <20XX-20YY> |
| **Department Lead** |  | **Last Updated** | <MM/DD/YY> |
| **University Priority No. & Description** |  | | |
| **Division Goal No. & Description** |  | | |
| **MBU Goal No. & Description** |  | | |
| **Department Goal No. & Description**  *Broad statement of the desired end result.* |  | | |

| **No.**  *X.Y* | **Task (Objectives/Outcomes/ Actions)**  *Specific statements about how the goal will be met. Focus on how to better serve your constituents. Should not be office (normal) functions.* | **Measures / Tools**  *How, when, and where did you assess or evaluate your objectives, either quantitatively or qualitatively (i.e., surveys, interviews, focus groups, logbooks, completion times, success rates, etc.)?* | **Data Sources / Co-Dependencies / Control Points**  *Names of the information provider / other department or business process that could impact meeting the objective.* | **Individual Responsible**  *Person who will make sure the work is done.* | **Target Start**  *Planned date to begin work.* | **Target Complete**  *Planned date that all activities related to this objective will be done.* | **Status**  (Proposed, Approved, In Process, Completed, On Hold, Cancelled) | **Results / Analysis**  *What were the actual assessment results? How did you perform in meeting the objective?* | **Recommendations / Improvements**  *What programmatic improvements were identified or made based on the assessment results?* | **Resource Impact**  *What was the impact on resources (financial, personnel, equipment, facilities, time or effort) on either meeting or not meeting the objective?* |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| X.Y |  |  |  | <First Last> | <MM/DD/YY> | <MM/DD/YY> |  |  |  |  |
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**Comments**