

Georgia Institute of Technology
Division of Student Affairs
Tips for Developing Assessment Plans

ASSESS TO BE THE BEST!

1. **Goals:** (learning or operational) are general, broad, often abstract statements of desired or intended results.
 - ...will be able to determine
 - ...will have in place
 - ...will have developed _____plans
 - ...will provide _____information
 - ...will be able to ascertain...
 - ...will provide timely and effective...

2. **Outcomes:** benefits or changes for students after participation in a program. Outcomes may relate to behavior, skills, knowledge, attitude, values, condition or other attributes.
 - ...students, after participation in the _____seminar will be able to list possible _____
 - Outcomes must be observable and measurable.

3. **Evaluation Strategy:** specific methods to evaluate the degree to which outcomes are being achieved.
 - Brief surveys
 - Observation
 - Interviews
 - Focus groups
 - Tracking

4. **Method of disseminating and using information for improvement:** Who is looking at it? Who is reflecting on it? And, what are they doing about it?
 - Staff meetings
 - Retreats

5. **Summary of results:** What is important?

6. **Actions taken:** Any changes made as a direct result of the results obtained.
 - Policy change
 - Content revision
 - Resource allocation