ASSESSMENT REPORTING GUIDE
NON-ACADEMIC PROGRAMS

Website: https://lincoln.xitracs.net/survey/portallogon.jsp
Username: Lincoln email address

Note: Please change your password after your initial login
1. **Mission/Purpose:** What is your unit’s mission and/or purpose? How does it align with the University mission and vision? A mission statement is a brief statement of the general values and principles which guide the department goals
   - A mission statement should answer 4 questions:
     - Who are we?
     - What do we do?
     - Why do we do it?
     - For whom do we do it?

1.1 **Strategic Theme:** Based on the current strategic plan, what strategic theme(s) will your unit focus on?
   - What will be the department’s strategy for achieving this strategic theme? (URL:
     http://www.lincoln.edu/strategic-plan)

1.2 **Institutional Learning Outcomes:** If applicable, which ILO(s) does the programming in your unit address? [http://www.lincoln.edu/academics/general-education](http://www.lincoln.edu/academics/general-education)

2. **Staff:** List all the staff (professional and administrative) in your office/unit and indicate their titles.
   - Tiffany Lee - Director
   - Nancy Smith – Assistant Director
   - Gonul – Program Analyst
   - Glynis Smith – Assessment Coordinator
Objectives: List the goals of your office. The goals should be directly aligned or linked to the
University Strategic Plan

• Goal: Advance the department’s mission and vision by providing excellent and timely customer service.

3.1 Descriptions - Describe the specific initiative(s) – what will you do and why?

4. Desired Success - Describe the Expected outcome for this strategy. What will look different at Lincoln?

5. Activities and Milestones – What specific activities will take place to implement this strategy this academic year?

• Examples:
  • Department sponsoring programs or students to developmental activities
  • Improvements and implementation in course syllabi, rubrics, and/or curriculum
  • Student internships
  • Faculty and student research
  • Department expansion or restructuring
  • Examples of collaboration
  • Departmental updates such as updated mission, vision, and goals

5.1 Fall Term
5.2 Spring Term
Planning Guide

6. **Key Leaders**: – Who are the critical people and/or offices that need to be involved in the effort? What should be their role?
   
   6.1 Who - Who (person/office) is most critical?
   
   6.2 Role – What do we need them to do?

7. **Leadership** - Who is the single person responsible for making sure implementation happens?

8. **Risk** - What are the major risks and how might they be managed?

9. **Major Metrics** - What data will you be collecting to determine the impact of this/these activities? Think of direct and indirect assessment methods (surveys, focus groups, program evaluations, attendance sheets, interviews, etc.)

10. **Resources** - What resources will be required to implement this strategy? Consider space, technology, staffing and money (Budget Narrative only. Use budget template to provide details.)

11. **Results** - What progress have you made this academic year toward achieving your unit objectives?

12. **Action Plan** - What are you next steps in achieving the desired objectives that align with the University mission, strategic plan, and/or institutional learning outcomes?

13. **Highlights and Achievements** - Indicate any accomplishments, highlights, and achievements for the academic year (i.e. awards, grants, professional development). If reporting on student achievement, do not include identifiable information.

14. **Feedback** - You are not required to do any reporting in this field. The Office of Institutional Effectiveness, Research, and Planning will upload feedback of the assessment plan and completed assessment report throughout the academic year.
15. **Supporting Documents**: Attach any other supporting documents. This field should not be used to attach the entire report.
• If there are multiple people reporting, please ensure that the final submitted report reflects all the appropriate input.
• If you need any assistance, please email us at oierp@lincoln.edu