**Eastern Illinois University**

**Vice President of Student Affairs**

**Date: [**Semester, Quarter]

**Department:** [Your department]

**Program:** [Name of your program/activity]

**Director:** [Name of director]

**Program Contact:** [Name of head of program]

 **Email:** [insert e-mail address]

 **Phone:** [insert phone number]

**Assessment Contact:** [Name of individual who prepared the data/report]

 **Email:** [insert e-mail address]

 **Phone:** [Insert phone number]

**Statement Mission**

**Eastern Illinois University** is a public comprehensive university that offers superior, accessible undergraduate and graduate education. Students learn the methods and results of free and rigorous inquiry in the arts, humanities, sciences, and professions, guided by a faculty known for its excellence in teaching, research, creative activity, and service. The University community is committed to diversity and inclusion and fosters opportunities for student-faculty scholarship and applied learning experiences within a student-centered campus culture. Throughout their education, students refine their abilities to reason and to communicate clearly so as to become responsible citizens and leaders.

The [insert division mission here, ex: ***Division of Student Affairs*** *is committed to the development and growth of the whole student through a comprehensive network of high quality professional services and programs which facilitate formal, informal, and collaborative learning. We strive to create a healthy and responsive community in which students learn to work together, develop relationships, broaden concerns for the welfare of others, and appreciate individual differences. Students are encouraged to balance their freedom with their responsibilities as they cultivate values of diversity, leadership and citizenship.*]

The mission of [insert department mission here, ex: *the* ***Health Service*** *is to provide medical services and health education programs which enhance the ability of students to participate fully in intellectual and personal growth opportunities afforded by the University.*]

The mission of [insert program mission here, ex: *the* ***Health Education Resource Center*** *is to prevent and reduce preventable health risks and illnesses that interfere with academic performance, learning, student retention, and personal growth opportunities.*]

**Statement of Goals**

The overarching goal of the [insert program/activity name] is [insert goal here].

**Statement of Outcomes**

Students who participate/complete [name of activity] will [be able to/show development in/be prepared for/exhibit an understanding of] :

* List objectives here
* List objectives here
* List objectives here

**Assessment Methods**

A [type of assessment] was [how assessment was conducted, ex: administered] for [name of activity/program being assessed, ex: rubber lovers presentation]. This assessment method identified the extent to which the student learning outcomes were met.

**Implementation of Assessment Plan**

[Name of individual, title], was responsible for administering/conducting [type of assessment] during [activity/program being assessed]. The [type of assessment] was placed in [location of assessment tools] for [name of individual conducting assessment, title, department name], to [how assessments were evaluated, ex: input into SPSS for data analyses].

[Paragraph description of how assessment instrument/tool was used with students]

**Results**

The focus of this [type of assessment tool] was to assess the [knowledge/experienced/development] [obtained/shown] by students of Eastern Illinois University after the completion of [name of program/activity being assessed].

Topical Areas within the [type of assessment tool] include:

* Learning Outcomes of the [Name of program/activity]
* [Name of assessment tool] results

Data was received from a total of [number] of participants who participated in [name of activity/program] between the dates of [insert dates].

**[Assessment tool] Results**

**[Insert here]**

**Content and Delivery**

**Discussion and Recommendations**

* Students demonstrate a…

**Action to be Taken During Next Assessment Cycle**

* Description of actions to be taken to increase the proficiency of students…

**Discussion and Recommendations**

* Students demonstrate a…

**Action to be Taken During Next Assessment Cycle**

* Description of actions to be taken to increase the proficiency of students…

**Discussion and Recommendations**

* Students demonstrate a…

**Action to be Taken During Next Assessment Cycle**

* Description of actions to be taken to increase the proficiency of students…

**Assessment**

**Discussion and Recommendations**

* Describe the changes to the assessment process…

**Action to be Taken During Next Assessment Cycle**

* What will you to increase the usefulness of your assessment process?

 **Discussion and Recommendations**

* Describe the changes to the assessment process…

**Action to be Taken During Next Assessment Cycle**

* What will you to increase the usefulness of your assessment process?

**Discussion and Recommendations**

* Describe the changes to the assessment process…

**Action to be Taken During Next Assessment Cycle**

* What will you to increase the usefulness of your assessment process?