**Instructions**

Please complete the following plan for the 2022-2023 fiscal year. Once the plan is completed, please email it to [iea@apsu.edu](mailto:iea@apsu.edu) by February 21, 2022. All administrative units are **required** to create **two** (2) Administrative Unit Outcomes for each fiscal year. These outcomes should be specific and measurable.

Units are required to assess at least two AUOs each fiscal year, but programs may assess more than two per year. For the purposes of this form, we are only asking that programs submit two AUOs for the review of your plan.

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| **Department/Unit Information** |
| Department/Unit Name *(example: Admissions)*: |
| **Assessment Coordinator (person in your unit responsible for managing IE assessment):** |
| Name: |
| Title: |
| Email: |

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| **Program/Unit Mission Statement** |
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| **Program/Unit Outcomes (please list all outcomes)** |
| *List all active, unit-level AUOs for this unit. Recommended: 2-6 unit-level AUOs. AUOs focus on improvement in the working of a unit specific to the Strategic Plan or University Mission, apart from student learning. They can involve things like quality of a process or service, satisfaction or participation. Suggested length for each outcome: 1 sentence.* |

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| **Outcomes to be Measured in 2022-2023 Fiscal Year** |
| ***Administrative Unit Outcome #1*** |
| *List the first AUO being measured in 2022-23 here.* |

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| **Link to Strategic Plan**  *Select the goal from the drop-down list to which this outcome most closely aligns.* |
| **Assessment Measures:** |
| Method Category – *Please select the method that most closely describes your assessment method from the drop-down list.* |

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| Description – *Clearly describe the data you will be collecting. Describe the plan to analyze the data, including whether you plan to assess all data or a sample. The assessment method should clearly match the outcome.* |
| **Achievement Target:**  *What are the specific criteria for success?* |
| Have you implemented any changes based on previous assessment results that you expect could impact results for this outcome in 2022-2023? Yes/No  Please briefly explain. |

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| ***Administrative Unit Outcome #2*** |
| *List the next AUO being measured in 2022-23 here.* |

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| **Link to Strategic Plan**  *Select the goal from the drop-down list to which this outcome most closely aligns.* |
| **Assessment Measures:** |
| Method Category – *Please select the method that most closely describes your assessment method from the drop-down list.* |

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| Description – *Clearly describe the data you will be collecting. Describe the plan to analyze the data, including whether you plan to assess all data or a sample. The assessment method should clearly match the outcome.* |
| **Achievement Target:**  *What are the specific criteria for success?* |
| Have you implemented any changes based on previous assessment results that you expect could impact results for this outcome in 2022-2023? Yes/No  Please briefly explain. |

***Assessment tools related to the measure (e.g., survey questions, focus group questions etc.), if available, may be submitted with this plan. These tools, while not required, are helpful to the review team.***