

Seattle Central Community College
Non-Instructional Assessment Report Guide

Seattle Central Community College Non-Instructional Assessment Report Guide	
Department:	Unit:
Person Responsible:	
Stated Purpose	What is the purpose of your department or area? What is/are the mission(s) of the area? The stated purpose should be fairly stable and constant over time.
🔄 Begin the Assessment Cycle 1. Before you use this template you should first develop your assessment schedule. 2. Initially you should discuss and/or fill in the first four boxes of this template.	
Goals	Which of the goals of your area will you be assessing? A goal is what you want to accomplish.
Planned Outcomes	How will you know that the goal(s) is/are successfully achieved? What are the planned outcomes for achieving the specific goal?
Criteria	What criteria or rubric will you select to measure the planned outcomes? What specific activity, demonstration, or behavior will be observed? Are your criteria measurable (either quantitatively or qualitatively)?
Data Collection	How will you collect your data? Who will do it? What will you use? When will you do it? What methods will you use to collect your data? How will you analyze the data? How will the results be reported or shared? How frequently will you need to collect the data? Do you need more than one kind of measurement? Who will be reporting the data
3. Once you have collected your data, you can fill in the next two boxes of this template.	
Findings	What did you discover? What did you learn from the data? Were your criteria met? Did you notice any problem areas? Have the results been shared?
Actions Taken	How did you respond to the results? Did you decide upon any actions or implementations based on your results? What changes need to be made? What other data do you need to make decisions? What resources do you need to make improvements?
4. Once an appropriate period of time has passed you can complete the assessment cycle. 5. At this point you can either re-visit the stated purpose or continue with other assessment activities.	
Observed Changes	Have the quality of services been maintained or improved as a result of the actions taken? Do your outcomes and/or criteria and/or data collection need revision? Repeat the assessment cycle (including a review of the stated purpose, if necessary).
🔄 Repeat the Assessment Cycle	