

(Office/Program Title)
(year) Yearly Program Assessment (YPA)

1. **Administrative Office Leader:**
2. **Administrative Office Mission Statement:**
3. **Location(s) where Goals are Implemented:**

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Form 1 - Listing of Student Learning, Co-curricular, & Program Goals

STUDENT LEARNING GOALS

(What and/or how students generally learn and develop from interacting with the office, program, and program personnel)

Column 1	Column 2
	Related MSU Strategic Goal #
Student Learning Goal 1:	
<ul style="list-style-type: none"> • Outcome 1 – • Outcome 2 – • Etc. - 	
Student Learning Goal 2:	
<ul style="list-style-type: none"> • Outcome 1 – • Outcome 2 – • Etc. - 	
Student Learning Goal 3	
<ul style="list-style-type: none"> • Outcome 1 – • Outcome 2 – • Etc. - 	
Student Learning Goal 4:	
<ul style="list-style-type: none"> • Outcome 1 – • Outcome 2 – • Etc. - 	
Student Learning Goal 5:	
<ul style="list-style-type: none"> • Outcome 1 – • Outcome 2 – • Etc. - 	

CO-CURRICULAR LEARNING GOALS

(What and/or how students specifically learn or develop through co-curricular activities, programs, and content)

Column 1	Column 2
	Related MSU Strategic Goal #
Co-Curricular Goal 1:	
<ul style="list-style-type: none"> • Outcome 1 – <ul style="list-style-type: none"> ○ Objective 1: • Outcome 2 – <ul style="list-style-type: none"> ○ Objective 1: • Etc. - 	
Co-Curricular Goal 2:	
<ul style="list-style-type: none"> • Outcome 1 – <ul style="list-style-type: none"> ○ Objective 1: • Outcome 2 – <ul style="list-style-type: none"> ○ Objective 1: • Etc. - 	
Co-Curricular Goal 3	
<ul style="list-style-type: none"> • Outcome 1 – <ul style="list-style-type: none"> ○ Objective 1: • Outcome 2 – <ul style="list-style-type: none"> ○ Objective 1: • Etc. - 	
Co-Curricular Goal 4:	
<ul style="list-style-type: none"> • Outcome 1 – <ul style="list-style-type: none"> ○ Objective 1: • Outcome 2 – <ul style="list-style-type: none"> ○ Objective 1: • Etc. - 	

OPERATIONAL GOALS

(What and/or how the office, program, and personnel intentionally plan to improve)

Column 1	Column 2
	Related MSU Strategic Goal #
Operational Goal 1:	
<ul style="list-style-type: none">• Outcome 1 –• Outcome 2 –• Etc. -	
Operational Goal 2:	
<ul style="list-style-type: none">• Outcome 1 –• Outcome 2 –• Etc. -	
Operational Goal 3	
<ul style="list-style-type: none">• Outcome 1 –• Outcome 2 –• Etc. -	
Operational Goal 4:	
<ul style="list-style-type: none">• Outcome 1 –• Outcome 2 –• Etc. -	
Operational Goal 5:	
<ul style="list-style-type: none">• Outcome 1 –• Outcome 2 –• Etc. -	

Form 2a - Assessment Cycle Informative Table – Plan (Goals/Outcomes, Methodology, Target)

ALL STUDENT LEARNING GOALS

Goals/Outcomes/Objectives	Target	Methods
State the Student Learning Goals/Outcomes/Objectives	Expected Benchmarks for Success	Describe the Assessment Methodology
		<ul style="list-style-type: none"> • Activity • Instrument • Time Frame • Personnel Involved

ALL STUDENT CO-CURRICULAR LEARNING GOALS

Goals/Outcomes/Objectives	Target	Methods
State the Co-Curricular Learning Goals/Outcomes/Objectives	Expected Benchmarks for Success	Describe the Assessment Methodology
		<ul style="list-style-type: none"> • Activity • Instrument • Time Frame • Personnel Involved

ALL OPERATIONAL GOALS

Goals/Outcomes/Objective	Target	Methods
State the Operational Goals/Outcomes/Objectives	Expected Benchmarks for Success	Describe the Assessment Methodology
		<ul style="list-style-type: none"> • Activity • Instrument • Time Frame • Personnel Involved

Form 2b - Table of Measures

Form 5 exists as a digest of data and materials used in the assessment process. In the space below please list the types of direct assessments and indirect assessments used in the assessment process. In the table below, simply list the name of the instrument, whether it was direct or indirect, who was the participant(s), and how the data is/will be used.

Definitions: Direct Measures are instruments such as projects, observations, performances, etc.

Indirect Measures are instruments such as surveys, focus groups, etc.

Name	Direct or Indirect Measure	Participants	How is/will data used?

Form 2c - Assessment Cycle Informative Table – **Project** (Gather, Review, Interpret)

Student Learning Goal, Outcome, Objective	Gather, Review, & Interpret Gather, share, and interpret findings & indicate whether target was met or not met.
Ex. 1.1.1	

Co-Curricular Goal, Outcome, Objective	Gather, Review, & Interpret Gather, share, and interpret findings & indicate whether target was met or not met.
Ex. 1.1.1	

Operational Goal, Outcome, Objective	Gather, Review, & Interpret Gather, share, and interpret findings & indicate whether target was met or not met.
Ex. 1.1.1	

Form 2d - Assessment Cycle Informative Table – **Report** (Recommendations, and Implementation)

Student Learning Goal, Outcome, Objective	<p style="text-align: center;">Recommendations and Implementation</p> <p style="text-align: center;">Comment/Relay any improvements/changes that were the result of this cycle’s assessment</p>
Ex. 1.1.1	

Co-Curricular Goal, Outcome, Objective	<p style="text-align: center;">Recommendations and Implementation</p> <p style="text-align: center;">Comment/Relay any improvements/changes that were the result of this cycle’s assessment</p>
Ex. 1.1.1	

Operational Goal, Outcome, Objective	<p style="text-align: center;">Recommendations and Implementation</p> <p style="text-align: center;">Comment/Relay any improvements/changes that were the result of this cycle’s assessment</p>
Ex. 1.1.1	

Form 3 – Budget recommendations based on assessment results

Budget Recommendation	Type	Related Strategic Goal	Amount Requested	Timeline Prioritization

Form 4 – Three-year Reflection Assessment Table

ALL STUDENT LEARNING GOALS

Column 1	Column 2	Column 3
Specific Recommendations Resulting from Assessment in 2017-2018	Specific Changes Implemented in 2018-2019 and Detailed Outcomes of those Changes	Recommendations for Further Improvements in 2019-2020

ALL STUDENT CO-CURRICULAR LEARNING GOALS

Column 1	Column 2	Column 3
Specific Recommendations Resulting from Assessment in 2017-2018	Specific Changes Implemented in 2018-2019 and Detailed Outcomes of those Changes	Recommendations for Further Improvements in 2019-2020

ALL OPERATIONAL GOALS

Column 1	Column 2	Column 3
Specific Recommendations Resulting from Assessment in 2017-2018	Specific Changes Implemented in 2018-2019 and Detailed Outcomes of those Changes	Recommendations for Further Improvements in 2019-2020

Form 5 – Appendices

This is a place to provide copies of an instrument, more in-depth data/results, anything the reporter does not want to “squash” into a column.