

AES Assessment Instructions

Each year Administrative and Educational Support (AES) units are asked to submit an Assessment Report using this template. The information below will assist you with completing the template attached.

Page 1: AES Mission and Goals

State your unit's mission and goals. Then indicate how the unit's goals align with [CSI's Strategic Priorities](#).

- **Assessment Year and Contact Information:** Indicate the assessment year, name of the AES unit, and contact information.
- **AES Unit Mission Statement:** State the unit's mission. A mission is a description that provides direction for the unit and unifies the unit's goals.
- **AES Unit Goals:** List the unit's goals that supports its mission. A goal is a broad statement about the types of unit functions expected (e.g., productivity of services, satisfaction of services, student learning, etc.).
- **Align the Unit's Goals with CSI's Strategic Priorities:** Identify the strategic priority(ies) that align with each goal.

Page 2-4: AES Unit Goals and Objectives

Select *two to three unit goals* to assess this assessment year. The goals selected do not need to be the same each year. Each goals should be assessed at least once every three years.

- **Number of goals per page:** Each page will contain one of the two to three goals selected.
- **AES Unit Goal:** List the selected goal.
- **Desired Objectives/Targets:** List *two to three* objectives to fulfill those goals. Objectives define specific measurable targets related to the activities implemented to achieve the goal. If applicable, learning objectives should be included.
 - Learning Objectives – Learning objectives focus on competencies or skills learned by students or staff
- **Assessment Methods/Tools:** Indicate how you will gather evidence. Evidence can be collected through direct and/or indirect measures. Using both direct and indirect measures are not required, but are ideal.
 - *Direct Measures* are designed to measure efficacy of services, programs, and initiatives. Examples of direct measures include: quantitative reports on accuracy and timeliness of reports; participation numbers; percent completion; attrition or retention; tests or other measures of students learning etc.
 - *Indirect Measures* are designed to collect findings about attitudes, perceptions, feelings, and values. Examples of indirect measures include: satisfaction surveys; interviews; focus groups, etc.
- **Results/Analysis:** After a review of the evidence collected, provide a written analysis of the results. How well did the unit meet the objective/target set?
- **Action Steps:** Based on the results, indicate how the unit will use the assessment results to improve on its successes and address challenges?
- **Additional information:** If needed, provide additional context here.

Assessment Year:
AES Unit:
Unit Contact Name:
Unit Contact Email:
Date Submitted:

AES Unit Mission, Goals and Alignment with CSI Strategic Priorities

AES Unit Mission	
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AES Unit Goals	Alignment of Goal to CSI Strategic Priority (list all applicable priorities for each goal)
1.	
2.	
3.	
4.	
5.	

GOAL ONE

AES Unit Goal Being Assessed

AES Unit Goal Selected	Alignment of Goal to CSI Strategic Priority (list all applicable priorities for each goal)
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Desired Objectives/Targets (In regard to the goal above, what are the specific objectives/targets you hope to achieve?)	Assessment Methods/Tools (What evidence will you gather to assess the objective and how?)	Results/Analysis (What are the results of the evidence collected?)	Action Steps (Based on the results, did you meet the objective/target set? How will you build on strengths and/or address challenges?)
A.			
B.			
C.			
D.			

Additional information (e.g., resources needed, challenges faced):

GOAL TWO

AES Unit Goal Being Assessed

AES Unit Goal Selected	Alignment of Goal to CSI Strategic Priority (list all applicable priorities for each goal)

Desired Objectives/Targets (In regard to the goal above, what are the specific objectives/targets you hope to achieve?)	Assessment Methods/Tools (What evidence will you gather to assess the objective and how?)	Results/Analysis (What are the results of the evidence collected?)	Action Steps (Based on the results, did you meet the objective/target set? How will you build on strengths and/or address challenges?)
A.			
B.			
C.			
D.			

Additional information (e.g., resources needed, challenges faced):

GOAL THREE

AES Unit Goal Being Assessed

AES Unit Goal Selected	Alignment of Goal to CSI Strategic Priority (list all applicable priorities for each goal)

Desired Objectives/Targets (In regard to the goal above, what are the specific objectives/targets you hope to achieve?)	Assessment Methods/Tools (What evidence will you gather to assess the objective and how?)	Results/Analysis (What are the results of the evidence collected?)	Action Steps (Based on the results, did you meet the objective/target set? How will you build on strengths and/or address challenges?)
A.			
B.			
C.			
D.			

Additional information (e.g., resources needed, challenges faced):