**RECORD OF ASSESSMENT**

**For NON-ACADEMIC Units**

**2013 Calendar Year**

**Name of Non-Academic Unit**

Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Section 1:\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Section 2:\_\_\_\_\_\_\_\_\_\_\_\_\_

**Institutional Mission Statement**

**The purpose of Southwestern Assemblies of God University is to prepare undergraduate and graduate students spiritually, academically, professionally, and cross culturally so as to successfully fill evangelistic, missionary, and church ministry roles and to provide quality educational and professional Christian service wherever needed throughout the world.**

**Non- Academic Unit Mission Statement**

**Objectives/Outcomes**

**Action Plan Tracking (Closing the Loop)**

**Record Action Plans Completed from previous assessment cycle**

**Assessment of Non- Academic Unit Objective/Outcome #1**

**Section I: Assessment Planning**

**(Complete this section at the beginning of assessment cycle)**

**1a.** Measurable **Objective/Outcome** (Statement 1 from Objectives/Outcomes Section):

**1b. Assessment** **Tools**

**1c.** Set **Achievement Target (s)**

**Section II: Assessment Activity**

 **(Data Collection after Assessments)**

**1d. Findings**: **Record** and **assess the results** of the measures.

**1e. Describe how the results were used for improvements/changes.** If steps cannot be taken immediately, include a dated **Action Plan** of how and when the improvements will be implemented.

**Assessment of Non- Academic Unit Objective/Outcome #2**

**Section I: Assessment Planning**

**(Complete this section at the beginning of assessment cycle)**

**2a.** Measurable **Objective/Outcome** (Statement 2 from Objectives/Outcomes Section):

**2b. Assessment** **Tools**

**2c.** Set **Achievement Target (s)**

**Section II: Assessment Activity**

 **(Data Collection after Assessments)**

**2d. Findings**: **Record** and **assess the results** of the measures.

**2e. Describe how the results were used for improvements/changes.** If steps cannot be taken immediately, include a dated **Action Plan** of how and when the improvements will be made.

**Assessment of Non- Academic Unit Objective/Outcome #3**

**Section I: Assessment Planning**

**(Complete this section at the beginning of assessment cycle)**

**3a.** Measurable **Objective/Outcome** (Statement 3 from Objectives/Outcomes Section):

**3b. Assessment** **Tools**

**3c.** Set **Achievement Target (s)**

**Section II: Assessment Activity**

 **(Data Collection after Assessments)**

**3d. Findings**: **Record** and **assess the results** of the measures.

**3e. Describe how the results were used for improvements/changes.** If steps cannot be taken immediately, include a dated **Action Plan** of how and when the improvements will be made.

**Needs Demonstrated by this Assessment Cycle**