

SAIRO Assessment Plan Form

First and Last Name

Email Address

What particular program, service, or aspect of your department's work do you wish to assess?

How will you use the information collected by assessment to help inform/impact your program/service?

How might this assessment inform goals in Student Affairs more broadly?

What type of project will work best to gather the information you need?

Is there existing data that could answer any part of your assessment questions?

What key questions will this assessment attempt to answer?

What is your planned project open date?

What is your planned project close date?

What is your sample size for this assessment? How many participants will you have?

How will you identify participants?

Do you have existing contact information or will you need to submit an RSR to identify your sample?

Will you be collecting UID's to match with existing data? If not, include UID as a survey question

What will you do with the data after it's collected?

How do you plan to handle analysis?

Identify stakeholders that this project matters to, and list ways you might share your results.

UCLA Student Affairs Department

Departmental Mission Statement and Outcomes

Which of your departmental outcome(s) does this program, service, or aspect relate to, and how?

What must you know/learn about it to more effectively achieve its related departmental outcome(s)?

Upload Survey Instrument Draft