Worksheet for Identifying and Defining Administrative Goals and Measures

The reason for this exercise is to summarize and articulate administrative outcomes and measures upon which administrators and staff can agree. You will be using the Siena College Mission Statement, the Sample Administrative Outcomes from Other Institutions, and the Example Administrative Reports handouts in completing this worksheet.

Administrative Unit:_____

Describe the most <u>important initiatives</u> for your unit. These initiatives might involve improving existing processes or developing new processes, and the initiatives may span multiple years. Some ideas might come from mission statements, external agencies (e.g., MSCHE), catalog descriptions, and administrative unit review reports. Please feel free to include ideas from other sources as well.

Considering the above list of initiatives, identify the <u>three</u> initiatives that most contribute to <u>supporting Siena College's mission and/or the strategic plan</u>. Please consult the accompanying Siena College Mission Statement to guide your thinking.

Identify the outcome(s) for each of your three chosen initiatives. To do this, consider the ways your unit should make a difference for students, other clients, or other administrative units (e.g., increasing efficiency, effectiveness, satisfaction, support, etc.). Also, keep in mind that your outcome should be both measurable and practical. Please see the accompanying Sample Administrative Outcomes from Other Institutions handout for relevant examples of outcomes.

For the outcomes listed above, identify measures for assessing the outcomes. How will you specifically measure the aspect of service? You should describe the procedure used to collect data and any instruments used. Please consult the accompanying Example Administrative Reports handout (Assessment Methodology column) for relevant examples.