



Unit Assessment Plan: Findings and Use of Results for Improvement Column 7

Findings

Findings describe what the measures indicated about each outcome. The purpose of the findings is to demonstrate how the department/unit analyzed the measures and how the analysis relates to whether or not the target(s) was met, partially met, or not met. Remember, if all of the outcomes are shown to be met in the findings, then either the expectations of the department/unit are too low, or the department/unit has reached perfection. It is, in most cases, the former.

Findings must:

- (1) start with a number that directly coordinates with the number in the Target in Column 3;
- (2) include one of these statements after the findings that applies: **Target Met, Target Partially Met, or Target Not Met**; and
- (3) always include **evidence documentation** that proves the status of the target.

Use of Results

Use of Results describes what the department/unit has done given the findings. Use of Results is an action that describes specifically what the department/unit **did** (not will do) to improve.

- If there is no next step and nothing needs to be improved, then write “**Outcome Concluded. No Improvement Required at this Time.**” (No Use of Results is listed and no evidence documentation for Use of Results is required.)
- If there is a next step, then any reported “Use of Results” must have been done already (past tense) and cannot be in future tense, and evidence documentation is required.
- **Evidence documentation** of the Use of Results must be simple and direct – some type of documentation that shows the next step was taken to improve/move forward to meet the outcome (i.e., an email, summary report, revised syllabus, etc.).

Use of Results must:

- (1) always be in past tense (not future tense, do not use “will”);
- (2) align with the findings (i.e., explains what action was taken as a result of the findings); and
- (3) capture the **improvements** that were made based on the findings (i.e., the next step taken).

Rubric – Findings and Use of Results

Findings and Use of Results

a. Are results clearly stated that link to the target(s)?	Yes / No
b. Is there clear and sufficient evidence of the use of results for improvement?	Yes / No