

# Departmental Program Assessment PHASE 1

Instructions for Completion HCC Program Assessment Forms AY 2006-2007

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Completion of an assessment activity requires completion of these forms. Each program/unit conducting assessment activities should submit a report to the Office of Institutional Research (OIR). Reports should be submitted to Barika Barboza the Coordinator of Outcomes Assessment in B-407.

All reports use the same format. Electronic or copies of forms are available through OIR, please contact Ms. Barboza, ext. 6734, for further assistance.

Name of Department and Unit: In the blank provided at the top of the page, indicate the name of the department and the unit submitting the report.

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Assessment Team Members: List the assessment team member(s) and include the name(s) of those acting as the department assessment coordinator. You may have an assessment team of one member or several.


Contact Person(s): List the contact person(s) who will serve as the assessment team leaders. The contact person should include a signature on the designated line on hard copy. Hard copies of forms should be submitted when forms are due. Forms will be due at the completion of each phase. Drafts can be submitted electronically and do not require signature or hard copy submission.

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**Phase 1 -Departmental Mission Statement**

Identify department/program mission statement. Brainstorm key phrases and words that describe what your department is trying to accomplish.

**Department:** \_\_\_\_\_

**Mission Statement**

(Must support the College's mission statement and institutional goals)

<p><b>Department:</b> _____</p> <p><b>Mission Statement</b> (Must support the College's mission statement and institutional goals)</p>
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