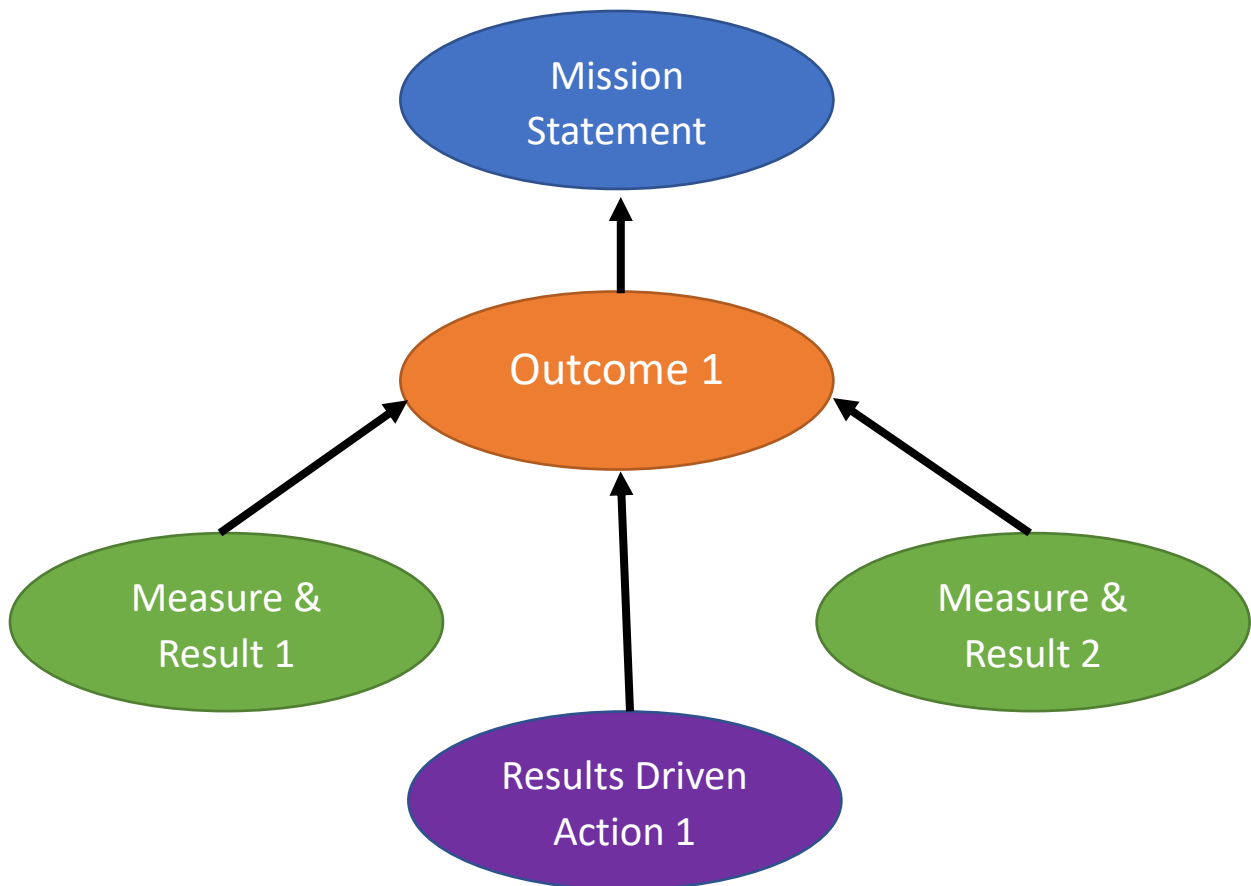# Annual Assessment 2019-2020
Basic Guidance Towards Completing Assessment Record

The following is a recommended format for completing an assessment record* for the Office of Institutional Assessment:

- Mission Statement
- 3-5 (Student Learning or Other) Outcomes
  - Academic programs should have at least 2-3 SLOs
- 6-10 Measures & Results (2 per Outcome)
- 3-5 Results Driven Actions (1 per Outcome)
- OIA Optional
  - Goal
  - Executive Summary

*Programs with other requirements (Specialized Accreditation, College/Division Level Guidelines, etc.) for a different format do not need to follow this guidance. Please contact us at assessment@clemson.edu or reach out to your assessment liaison (https://www.clemson.edu/assessment/liaisons.html) if you have any questions.

Example of Plan Item Template Relationships (No Goals)

Example of Plan Item Template Relationships (With Goals)