The RFP for release time to support student success included a requirement for an assessment plan. The University Planning Council (UPC) asks that you report on the outcomes of your project by May 5, 2008 using the attached form.

Collection of this data is essential for continued allocation of funds for the reconfiguration of faculty workload at San José State University to support student success.

Your assessment report should be no more than one page and should be submitted on the attached form. It should include the following information:

- Project Goal(s)
- Assessment strategy for your project
- Outcomes of your project
- Outcomes analysis (i.e., what worked in your project and what did not work; what would you do differently next time if you were funded)

Please submit your assessment report to your department. Your assessment report must be signed by your chair and your dean and submitted to the Provost’s Office by May 5, 2008.
Name: ____________________________  Campus Phone: ________________
Email: ____________________________  Academic Rank: ________________
Department: ________________________  College: ______________________

Briefly describe the results of your project in the space below (10 point type minimum). Please include the following information: project goal, assessment strategy, outcomes, and outcome analysis (i.e., what worked or did not work; recommendations for next time).

Faculty Signature  ____________________ Date __________
---------------------------------------------------------------------------------------------------------------------

My signature below indicates that I have read this report.

Department Chair's Signature  ________________ Date ________________
Dean's Signature  ______________________ Date ________________

This assessment report must be submitted to the Office of the Provost (ADM 174) by 4:00 pm on 5/5/08.