

Sample Assessment Plan

Area or Target for Improvement	Getting students to return keys.
Methods of Measurement	The College incurs costs associated with lost or misplaced keys.
Results	Students are now asked for a deposit that will be charged for lost keys. This will be refunded when they return their keys.
Planned Improvements (corrections)	Implemented as a refundable deposit for keys returned.
Implementation	The deposit would not be refunded if keys are not returned
Reassess/Results	This helps the Mail Room know when students check out and also get correct forwarding addresses.