**ASSESSMENT PLANNING TEMPLATE**

Complete this template if your program has not conducted an assessment and is in the planning stage of assessment.

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Program Name: Student Support Services (SSS)  
Unit: AVC for Undergraduate Education  
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Phone: 956-8402

1. Program goals and mission statement are as follows: [2-6 goals recommended]
   a. The goal of the Student Support Services Program is to increase the retention and graduation rates of eligible program students.
   b. The mission of the SSS program is to provide academic services to support and enable program students to successfully complete a baccalaureate degree.

2. The program’s student learning outcomes are as follows: [3-8 learning outcomes recommended]
   a. Student will be knowledgeable about SSS program services.
   b. Student will be knowledgeable about UHM campus resources, academic programs, degree requirements and financial aid and scholarships.
   c. Student will be able to articulate personal, academic and career goals.
   d. Student will determine academic and activity plans to achieve articulated goals.

3. Provide the program’s activity map or equivalent graphic.
   A “program activity map” illustrates which program services/activities help clients meet the intended program-level student learning outcomes.
   The activity map will be developed during the academic year in accordance with newly funded grant proposal.

4. Where are the following items published or how are they distributed to students?
   Examples: published in the UHM Catalog, on the unit website, in Program Annual Reports, in brochures; distributed during student orientation, advising sessions, via email.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Publication Location or Distribution</th>
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| Program mission/goals | Federal regulations CFR 34.646  
                         UHM First Year Programs: [http://manoa.hawaii.edu/freshman/advising.html](http://manoa.hawaii.edu/freshman/advising.html)  
                         UHM Catalog: Undergraduate Education/Programs  
                         SSS Program Website: [http://www.sss.hawaii.edu](http://www.sss.hawaii.edu) |
<table>
<thead>
<tr>
<th>Program student learning outcomes</th>
<th>New Student Orientation Sessions</th>
</tr>
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<tbody>
<tr>
<td>Program activity map or equivalent graphic</td>
<td>Funded grant proposal</td>
</tr>
<tr>
<td></td>
<td>Introduction to SSS letter to potential students</td>
</tr>
<tr>
<td></td>
<td>Being developed</td>
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</tbody>
</table>

5. **Assessment Timeline and Lead People.** Describe the program’s multi-year timeline for assessing all program student learning outcomes and using assessment results. Also, identify potential lead people.

Timeline will be formulated during the academic year in accordance with newly funded grant proposal. Lead person: Melven Yoshimoto, Director

6. **Other important information:**

   Program eligibility requirements: Program students are identified and selected based on meeting U.S. Dept. of Education income criteria and whether a parent has completed a baccalaureate degree (i.e. student is a “first generation” college student).