



Annual Assessment Report Template for Co-Curricular Units

Office or Academic Support Unit: _____

Report prepared and submitted by: _____

Date: _____

1. Introduction/Context and Departmental Responsibilities:

- a) Provide summary information about your office/departmental responsibilities that is important for peer reviews to contextualize your assessment report.

- b) Identify your department's/offices' vision or mission statement.

2. Departmental Goals/Objectives:

- a) Identify 3-5 clear and concise goals or objectives that are directly related to your department's responsibilities and mission/vision statement.

- b) Discuss the accomplishment (or not) of your goals from the previous year.
(Please keep in mind that it is okay if your department or office does not meet all of your goals every year. If some goals are not met during one assessment period, this does not necessarily mean that something needs to change. You need to follow and analyze the data over time to determine whether or not change is warranted.)

3. Departmental Measures for Each Goal/Objective:

- a) Describe how you will measure and collect data for each goal/objective that you identified.
(The measures that you use could be direct measures such as the number of inquiries, applications, acceptances, workshops/professional development attended, cost of operation, etc. The measures that you use could also be indirect measures such as focus interviews with students who used your services, satisfaction surveys, donor participation, exit surveys, employee satisfaction surveys, etc.)

4. Data Collection:

a) Identify the direct or indirect measures that your department used to determine whether or not the goal/objective was met.

(Look closely at your data. If, after a period of time, your departmental goals/objectives are not met, then action may be needed. Remember that the goal is to improve performance overall.)

5. Data Analysis and Findings:

a) What are your findings/results of your assessment? How do these findings/results compare to the findings/results from the previous academic year?

b) If applicable, have the reviewers' recommendations from the previous year's report been addressed? If so, please explain how this was accomplished.

c) Describe who was involved in the review of the findings from your assessment data? How was it shared with everyone in the department/office and how were changes identified?

6. Follow-up Action:

a) Based on the analysis of your data, what changes will be made to services in your department/office?

b) If their previous recommendations from the previous year's review, please explain how those recommendations have been addressed.