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## Administrative Assessment Reports

**1. Department and Division:**

*Department* – *Division*

**2. Assessment Year**

Academic Year *Assessment can occur at any time during the stated academic year*

*For reference:*

*Austin College Mission*

<https://www.austincollege.edu/about/fast-facts/mission/>

*Austin College Educational Mission:*

<https://bulletin.austincollege.edu/academic-program/>

4. Expected Outcome #1 (required): *What do you want to impact with your department’s actions?*

**4b. How the Expected Outcome Supports the Austin College Mission or Educational Mission (see links above):**

**5. Measures, Targets, and Results** *Quantitative and qualitative measures can be included to share a full picture of what may be happening as a result of your department’s actions.*

|  |  |  |
| --- | --- | --- |
| **Measure**(1 direct required, 2 preferred) | **Target** | **Result** |
| *What precisely will you measure, over what timeframe?* | *What is your target level of achievement?* | *What were the results?* |
| *You may have more than one measure for this outcome. Use additional rows as necessary.* |  |  |

**6. Discussion of Results:** *What is the summary of the data you collected?*

**7. Closing the Loop: Changes to Consider for the Future***What changes do you plan to make as a result of this data? When do you plan on making these changes?*

4. Expected Outcome #2 (required): *What do you want to impact with your department’s actions?*

**4(b). How the Assessment Objective Supports the Austin College Mission or Educational Mission (see links above):**

**5. Measures, Targets, and Results** *Quantitative and qualitative measures can be included to share a full picture of what may be happening as a result of your department’s actions.*

|  |  |  |
| --- | --- | --- |
| **Measure**(1 required, 2 preferred) | **Target** | **Result** |
| *What precisely will you measure, over what timeframe?* | *What is your target level of achievement?* | *What were the results?* |
| *You may have more than one measure for this outcome. Use additional rows as necessary.* |  |  |

**6. Discussion of Results:** *What is the summary of the data you collected?*

**7. Closing the Loop:** *What will your office do or consider differently as a result?*

4. Expected Outcome #3 (optional): *What do you want to impact with your department’s actions?*

**4(b). How the Assessment Objective Supports the Austin College Strategic Mission or Educational Mission (see links above):**

**5. Measures, Targets, and Results** *Quantitative and qualitative measures can be included to share a full picture of what may be happening as a result of your department’s actions.*

|  |  |  |
| --- | --- | --- |
| **Measure**(1 required, 2 preferred) | **Target** | **Result** |
| *What precisely will you measure, over what timeframe?* | *What is your target level of achievement?* | *What were the results?* |
| *You may have more than one measure for this outcome. Use additional rows as necessary.* |  |  |

**6. Discussion of Results:** *What is the summary of the data you collected?*

**7. Closing the Loop:** *What will your office do or consider differently as a result?*

**8. Overall Unit Discussion:** (optional; section is not required but can be used to share information with

your VP and the Institutional Effectiveness Committee about potential resources needed or changes

you may want to make.)

**Successes:** *What went well, as expected, or better than expected in your unit this year?*

**Concerns***: What did not go as expected or presented challenges to success in your unit this year?*

**Changes to Consider for the Future:** *Do you have any changes that you are planning to make in your unit in the future?*

**Resources Needed for Changes:** *What resources (money, time, human, access, etc.) do you need for the future to make these changes?*

**Successes:**

**Concerns:**

**Changes to Consider for the Future:**

**Resources Needed for Changes:**

Name of Staff Member Completing the Plan Date

Vice President Review Signature \* Date

\* Email confirmation of that VP review has been completed can also be included.