# **2020-2021 Administrative, Educational, and Student Support Units**

# **Annual Assessment**

Department /Unit: *Enter your department name.*

Mission Statement: *Include your department mission statement. Note: Your assessment should be measuring whether or not you are meeting your mission.*

Overview of Department

* Any changes, events, or otherwise noteworthy items this year?
* Staffing—list of people and credentials (Use only titles and credentials)

SWOT Analysis (*See Program Assessment folder in the shares for more details about SWOT. You should identify 3-5 items in each category.)*

* Strengths:
* Weaknesses:
* Opportunities:
* Threats:

## Department Goals and Objectives for 2020-2021

*(See grid below)*

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| **SAMPLE**Institutional Goal: *Align to one of the four Institutional Goals; e.g. Foster Academic Innovation & Excellence*Department Goal: *Overarching purpose; e.g. Provide a welcoming environment for students or offer opportunities for the continued growth of employees*Department Objective: *A specific, measureable target; e.g. Host two campus events or increase student satisfaction scores to 95%*Measurement: *With what tool will you measure the objective? E.g. program reports, sign-in sheets, survey results, guest speaker form, etc.*Resources Needed: *What do you have to spend money on to reach this goal? E.g. transportation, equipment, accommodations, tools, etc.*Result: *List what actually occurred; e.g. 3 events were held or survey results showed 94% student satisfaction with the department. Provide a brief narrative of the process and/or the outcome.*Action Plan:If the objective was **not met**, explain what barriers prevented its success and plans to overcome these barriers. Then decided tokeep the goal as is  1. keep the goal, but lower the benchmark 2. remove the goal and explain how it is no longer an appropriate goal for the department   If the objective **was** met, choose to   1. Keep the goal as is 2. Keep the goal and increase the benchmark 3. Remove the goal; the loop is closed  *Whichever option you choose, be sure to refer to that option in this Action Plan area.* |
| Institutional Goal:Department Goal:Department Objective:Measurement:Resources Needed:Result: Action Plan: |
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## Data (*Attach results of the following either as an appendix or an embedded object. Provide a brief synopsis of the results*)

* Internal tracking numbers
* Survey Results
* Focus Group Results
* Sign-in sheets
* Photos or other evidence of event
* Any other data that is used to measure your goals/objectives.
* Any other data you may have that is not directly linked to current goals.

## Assessment *(This is the narrative overview of the assessment results. It should be a summary of the ‘Result’ areas listed above. Be sure to identify the factors that help you achieve your goals or hindered you from reaching them)*

* Summarize the progress on your goals. Did the Department/Program achieve its goals—why or why not?
* Identify data-driven decisions.

## Action Plan

* What changes are necessary for the Department/Program to be more successful? *(Summarize the action plans from department goals/objectives grid above*)
* What resources (human, capital, financial, etc.) are needed to enact these changes?
* What impact would your suggested changes have for the college or the students?

## Summary *(This section is included in the Institutional Assessment Close-out, please be thorough).*

* Are you meeting your mission? *(Explain the metrics you are using to measure your mission and the benchmarks used to determine if you are or are not meeting your mission).*
* What were the highlights of your Department/Program for 2020-2021?
* What challenges did you face in 2020-2021?
* What were the lessons learned departmentally/program in 2020-2021? *(e.g. What would you do differently if you could?)*

### **Next Years’ Goals**

### Department Goals and Objectives for **2021-2022**

*Use the results of your SWOT analysis and your data to determine next year’s goals. Identify 3 to 5 goals/objectives.*

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| **SAMPLE**Institutional Goal: *Align to one of the four Institutional Goals; e.g. Ensure Stewardship & Growth of Resources*Department Goal: *Overarching purpose; e.g. Partner with Industry to identify and secure equipment donations*Department Objective: *A specific, measureable target; e.g. Create 2 new industry partners or secure 5 equipment donations.*Measurement: *With what tool will you measure the objective? E.g. program reports, sign-in sheets, survey results, guest speaker form, etc.*Resources Needed: *What do you have to spend money on to reach this goal? E.g. transportation, equipment, accommodations, tools, etc.*Result: ***This section is left empty until the end of the year when you assess the program.***Action Plan: ***This section is left empty until the end of the year when you assess the program.*** |

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