## Table 3: Annual Report and Assessment Template for Administrative Units and Academic Support Units Overview and Basic Assumptions

The administrative unit program annual report is part of the university’s strategic planning process. It provides the opportunity to systematically analyze institutional effectiveness over each academic year. The annual report has been designed as a component of this process and is intended to stimulate and identify ongoing improvements in the services provided to the university. The annual report will focus on communicating the accomplishments over one academic year and provide an analysis for improvements to be undertaken during the following year. These annual reports will provide a foundation upon which administrative units may base their seven-year program review. The annual report and review will involve an analysis of trends and concerns within the unit that have developed over the course of the academic year. This document, with the omission of item X, will also serve as an annual assessment and should be posted to the M:Drive Assessment folder by July 1 each year.

1. Executive Summary

Write an executive summary of the significant achievements of your administrative unit over the past year.

1. What are the primary goals or purposes of the administrative unit?
	1. How are the goals/purposes aligned to the university’s mission and strategic plan? (Be specific in naming goal and action plan)
	2. What specific services are provided in achieving the administrative unit’s goals?
2. Describe the constituencies that are served. Provide any relevant data, including number of participants. How are the administrative unit’s goals and services communicated to its constituencies?
3. What process is in place to evaluate and improve the effectiveness of the program? Where applicable, include data from NSSE, Senior Surveys, Administrative Evaluations, Annual Satisfaction Surveys and other appropriate survey instruments used by your administrative unit. (These are available on the M:Drive>Assessment>Assessment Resources>Surveys.) Include the results over the course of the last year and changes made in response to the results.
4. If appropriate, describe any impact of this administrative unit on improving the University’s Undergraduate and Graduate Learning Goals. Include the assessment method and relevant data.
5. List the professional development activities that staff attended within the past 3 years Include the impact on program services provided
6. Complete a SWOT analysis of your unit and provide a summary of your findings:
	1. Identified Internal Strengths
	2. Identified Internal Weaknesses
	3. Identified External Opportunities
	4. Identified External Threats
7. What conclusions can be drawn as a result of this review?
8. As needed, update the strategic plan. (Include Strategic Plan document.)
	1. Revisit goals from last year. Include goals, indicators and actions
	2. Identify goals for the coming year
9. Include any additional information or recommendations that could be shared with the President

NOTE 1: Unit supervisor should maintain an electronic folder that includes: 1) All previous Annual/Assessment Reports, 2) updated CV’s for all staff

NOTE 2: Unit supervisor should save the above report, except for section X, on the M:Drive in the unit’s assessment folder. Notify the Director of Assessment/Institutional Research when the report has been posted.

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