**Administrative Assessment Committee Annual Assessment Report Summary Template**

**Submitted to Administrative Assessment Committee (ADAC)**

Name of Unit/Division:

Academic Year:

Administrative Unit Assessment Coordinator Name:

***\*\*IF YOU RECEIVED STRATEGIC INITIATIVE FUNDS COMPLETE PART B, IF NOT COMPLETE PART A***

**PART A: REPORT ON 2020-21 ASSESSMENT OF GOALS**

1. Which of your unit’s/division’s strategic goals did you assess in 2020-21 in response to a KPI(s)? If you assessed more than one, list them all.
2. What problem/issue/were you addressing in relation to the goal? (Ex., residential halls have had conduct issue increases (60 incidents previous year), so goal was to reduce it to 20 incidents this past year).
3. Briefly summarize action steps your unit/ division took to address the identified issues related to goal(s).
4. As a result of the actions above, what outcome did you achieve? Provide highlights of major successes/accomplishments of your administrative unit outcomes tied to the unit’s (division’s) KPIs for this academic year (Targets met/exceeded). (Ex. The desired outcome above is reduction to 20 incidents of misconduct – was that achieved?). If targets not met, state the reasons that might have occurred.
5. Based on these results (lessons learned from assessment), what will be your action plan going forward.
6. To help you implement this action plan, state the kinds of resources needed to address identified challenges (This could take the form of professional support, IE training and assessment support, technical or financial resources, other).
7. Going forward, what direct assessment will you utilize for the coming year? What goal will you be attending to? What specific issue will you measure and why (i.e., give context/reason/background for this plan of action. What measurement will you use (pre-test/post-test, etc.)? What will be your targets you hope to achieve?

**PART B: USE AND RESULTS OF STRATEGIC INITIATIVE FUNDS**

1. (The request) Briefly define your unit’s/division’s strategic funding request presented Spring 2020 and the subsequent award. Also list which university strategic goal(s) and KPI(s) for your unit that the request is connected to.
2. (The issue or concerns) Describe briefly what issues or challenges you have used the funding to address?
3. (The actions) What initiatives have you started in the 2020-2021 academic year tied to identified issues? If you have not yet started actions, what do you plan to do in the 2021-2022 academic year?
4. (The results) What results are you seeing from the actions the funding enabled you to take?
5. (The progress/change) Describe how the results have improved your progress toward one or more of your strategic goals (identify the goal(s).