



MISSISSIPPI VALLEY STATE
UNIVERSITY™

**ANNUAL REPORT
AND
OUTCOMES ASSESSMENT
GUIDELINES**

Administrative, Student, and
Academic Support Units

*Published by the Office of Institutional Research and Effectiveness
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DUE DATES

The current year's **REPORT** and next year's **PLAN** will be due **March 15th** annually.

<u>PLAN</u>	<u>REPORT</u>
Unit Name, Reporting Period	Data Collection and Analysis
Unit Mission Statement	Were Criteria for Success Met?
Link to University Mission Statement	How Assessment Results were Used to Improve Unit
Expected Outcome	Part II: Accomplishments and Challenges
Link to Strategic Plan	Part III: Budget Implications
Means of Assessment	
Data Collection Plan	
Criteria for Success	

GUIDELINES FOR COMPLETING ANNUAL REPORTS

Report Item	Description	Section
Unit Name:	The official name of the department or unit	Plan
Reporting Period:	The fiscal year covered by the annual report	Plan
Unit Mission Statement:	A statement that clearly describes the purpose and function of your unit. It should describe how your unit contributes to helping the University achieve its mission.	Plan
Link to University Mission Statement:	Select a passage from the current University Mission Statement that helps to define your unit's role within the University.	Plan
Expected Outcome:	<p>The expected outcome statement expresses what your unit expects to happen as a result of your unit's efforts. It is not necessarily what your unit does, but instead what improvement is expected as a result of what your unit does. Outcome statements should include productivity outcomes and/or efficiency outcomes.</p> <p>The outcome statement should meet the following criteria:</p> <ul style="list-style-type: none"> --It should link directly to your unit's mission statement. --It should be measurable. --It should express an expected improvement over what your unit already does. --It should express a single expected outcome and not be bundled with other outcomes that should be assessed separately. --It should be a feasible outcome in that your unit can achieve the outcome, given your current timeline, fiscal and human resources. 	Plan

Report Item	Description	Section
	<p>Examples:</p> <p>The Office of Student Records will reduce the turnaround time for transcript requests.</p> <p>The University Police Department will reduce the number of campus thefts and burglaries.</p> <p>The Office of Institutional Research and Effectiveness will improve the quality of assessment reports for support units.</p>	
Link to Strategic Plan:	Select a passage from the current Strategic Plan that identifies the Strategic Priority, Goal and/or Action that each expected outcome will help to achieve.	Plan
Means of Assessment:	<p>Describe the instrument or tool your unit plans to use to collect data for the stated outcome.</p> <p>--The means of assessment is not an activity and it is not a process. Instead it refers specifically to the instrument/tools your unit will use to measure the stated outcome.</p> <p>--It should be linked to the outcome statement.</p> <p>--It should be valid for measuring the stated outcome.</p> <p>--It can be a direct measures or indirect measure.</p> <p>Examples of <i>Direct measures</i> or actual findings: --Reports/Logs/Tests/Records/Databases</p> <p>Examples of <i>Indirect Measures</i> or self-reported information (Respondents' perceptions, feelings, opinions, etc.): --Surveys/Focus Groups/Evaluations</p>	Plan
Data Collection Plan:	Clearly describe how the unit's data will be collected, when the data will be collected, and specifically who has been assigned to collect what data during the assessment period.	Plan
Criteria for Success:	The criteria for success should express the result your unit expects from the outcome statement you provided. This will most often be a numerical value expressed as an expected result, level of result, numeric percentage increase/decrease for specific periods of time. The Criteria for Success selected by your unit should be a clear indicator of whether the outcome has been achieved.	Plan
Data Collection and Analysis:	<p>Collect only data that is clearly linked to the outcome statement and mentioned in the Data Collection Plan. The data should be described in detail that is sufficient enough to determine whether the outcome has been appropriately assessed. Include supporting narratives, tables, graphs, and other documentation as appropriate</p> <p>In a detailed narrative, provide an analysis of the data</p>	Report

Report Item	Description	Section
	collected. It should be carefully reviewed and interpreted such that the outcome can be appropriately determined from the analysis.	
Were Criteria for Success Met?	Using findings from data collection and data analysis, clearly indicate whether the criteria for success were met.	Report
How Assessment Results were Used to Improve Unit:	The results from this assessment should be linked to the outcome statement. Based on whether or not the criteria for success were met, indicate how the results of this assessment were used (past tense) to improve the unit. Units should describe improvements or changes already in place , not those planned for the future.	Report
Accomplishments:	<p>In Part II of the Annual Report, list any accomplishments achieved by your unit during the reporting period. Accomplishments can include activities such as hosting student activities, initiating or improving services to students/faculty/staff, service on committees, grant funding acquired, professional development workshops/training attended or provided, updating facilities or computer labs, etc.</p> <p>Only report accomplishments that are linked to the Unit Mission Statement, University Mission Statement, and/or the University Strategic Plan.</p>	Report
Challenges:	<p>In Part II of the Annual Report, list any challenges experienced by your unit during the reporting period.</p> <p>Challenges can include a description of how the unit was unable to perform key functions or provide quality services due to particular circumstances. Only report challenges that are linked to the Unit Mission Statement, University Mission Statement, and/or the University Strategic Plan.</p>	Report
Link to Unit Mission, University Mission, or University Strategic Plan: (For Accomplishments and Challenges Section)	Identify how the Unit Accomplishments listed above are linked to the Unit Mission Statement, University Mission Statement, or the University Strategic Plan.	Report
Budget Implications:	Describe any necessary budget adjustments that will be recommended based on Part I (Outcomes Assessment) and Part II (Accomplishments and Challenges). If the department/division has multiple budgets, be sure to include a description of recommended adjustments for each budget.	Report
Copies of Budget Forms:	Attach a <u>copy</u> of the official budget recommendation forms to be submitted to the Office of Business and Finance for <u>each</u> budget.	Report