****

**ANNUAL REPORT**

**Administrative, Student, and Academic Support Units**

Unit Name:

Reporting Period:

Unit Mission Statement:

Link to University Mission Statement:

|  |
| --- |
| **PART I**  **OUTCOMES ASSESSMENT PLAN/REPORT** |

**EXPECTED OUTCOME #1:**

Link to Strategic Plan:

State Means of Assessment:

Describe Data Collection Plan:

Define Criteria for Success (Target):

Describe Data Collected and Data Analysis:

Indicate Whether Criteria for Success Were Met:

Describe How Assessment Results Were Used to Improve Unit:

**EXPECTED OUTCOME #2:**

Link to Strategic Plan:

State Means of Assessment:

Describe Data Collection Plan:

Define Criteria for Success (Target):

Describe Data Collected and Data Analysis:

Indicate Whether Criteria for Success Were Met:

Describe How Assessment Results Were Used to Improve Unit:

**EXPECTED OUTCOME #3:**

Link to Strategic Plan:

State Means of Assessment:

Describe Data Collection Plan:

Define Criteria for Success (Target):

Describe Data Collected and Data Analysis:

Indicate Whether Criteria for Success Were Met:

Describe How Assessment Results Were Used to Improve Unit:

|  |
| --- |
| **PART II**  **ACCOMPLISHMENTS AND CHALLENGES** |

Describe the accomplishments and challenges your unit has experienced over this reporting period as they relate to your unit mission, the University Mission Statement or the University Strategic Plan.

| **ACCOMPLISHMENTS** | **Link to Unit Mission, University Mission, or University Strategic Plan** |
| --- | --- |
|  |  |
|  |  |
|  |  |

| **CHALLENGES** | **Link to Unit Mission, University Mission, or University Strategic Plan** |
| --- | --- |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **PART III**  **BUDGET IMPLICATIONS** |

1. Describe any necessary budget adjustments that will be recommended based on Part I (Outcomes Assessment) and Part II (Accomplishments and Challenges). If your department/division has multiple budgets, be sure to include a description of recommended adjustments for each budget.

2. Attach a copy of the official budget recommendation forms to be submitted to the Office of Business and Finance for each of your budgets.