

Administrative & Support Areas

Annual Assessment Report

Due:

Thank you for taking the time to complete your unit/department's Annual Assessment Report. Assessment is an ongoing and systematic process aimed at understanding and improving student learning, the environment for student success and college operations. To demonstrate that Temple is fully compliant with Middle States standards on assessment and institutional effectiveness, we must document our assessment processes and the uses of assessment information for improvement. We have designed the following report to streamline the collection of assessment information.

Unit/Department Name:

(Ex: Human Resources)

Sub-Unit Name (if applicable):

(Ex: Compensation)

Contact Name (Who can we reach out to if we have a question about the report?):

Contact Email:

Section 1: Professional Association or Standards

Is there a professional association that outlines standards for best practice in your area of higher education? (Examples: CAS – *Council for the Advancement of Standards*, Student Affairs; NACADA – *National Academic Advising Association* – Academic Advising; NACE – *National Association of Colleges and Employers* – Career Center)

- Yes
 No

If yes, what is the name of the association/organization?

Section 2: Mission & Program Outcomes

Good assessment begins with well-defined and clearly articulated Program Outcomes (POs) aligned with the mission of the department/unit. POs are overarching expectations of support provided by the unit/department and are focused on the delivery of services, processes, activities or functions to students, faculty or staff. POs are unlikely to change from year-to-year unless there are substantial changes to the mission of your unit. POs should be “SMART”: Specific, Measurable, Attainable, Relevant and Time Related.

What is your department’s/unit’s mission statement?

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Please list your unit/department’s (or sub-unit/department’s) Program Outcomes:

1.
2.
3.
4.
5.

We recommend 3-5 Program Outcomes, the number of outcomes is up to your department. If you have more than 5 POs, just add rows to the Table and add the additional outcomes.

Section 3: Completed Assessment Activity Since 2015

In this section, you will provide details about program level assessments your unit/department has completed since 2015. We ask you to describe the assessment(s), tell us about the findings, describe how and with whom you shared the findings and tell us how you used (or plan to use) the findings for making improvements. Examples of assessments include: surveys, focus groups, activity volume, log data, transactions, and pre/post-tests.

Assessment Strategy 1

Describe the assessment strategy. Please provide enough detail so that we understand the nature of the project.

From the list of Program Outcomes above, which POs were assessed using this strategy? Just list the number of the PO(s) assessed.

What were the findings from this assessment?

With whom and how did you share findings from this assessment? Check the box next to the person/group(s) with whom you shared the findings and in the box tell us HOW you shared the data with them. For example, you may share findings at a meeting, in an email, in a one-on-one meeting, or via a website.

Department/Unit Staff

How:

Department/Unit Leaders

How:

Students

How:

Faculty

How:

University Administration/Leadership

How:

External Community Members

How:

Other

Who:

How:

How did you use or how are you planning to use the findings from this assessment for improvement? Where applicable, give specific examples of changes you make (are making) as a result of your findings.

Assessment Strategy 2

Describe the assessment strategy. Please provide enough detail so that we understand the nature of the project.

From the list of Program Outcomes above, which POs were assessed using this strategy? Just list the number of the PO(s) assessed.

What were the findings from this assessment?

With whom and how did you share findings from this assessment? Check the box next to the person/group(s) with whom you shared the findings and in the box tell us HOW you shared the data with them. For example, you may share findings at a meeting, in an email, in a one-on-one meeting, or via a website.

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How:

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Who:

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How did you use or how are you planning to use the findings from this assessment for improvement? Where applicable, give specific examples of changes you make (are making) as a result of your findings.

Assessment Strategy 3

Describe the assessment strategy. Please provide enough detail so that we understand the nature of the project.

From the list of Program Outcomes above, which POs were assessed using this strategy? Just list the number of the PO(s) assessed.

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How:

Other

Who:

How:

How did you use or how are you planning to use the findings from this assessment for improvement? Where applicable, give specific examples of changes you make (are making) as a result of your findings.

Assessment Strategy 4

Describe the assessment strategy. Please provide enough detail so that we understand the nature of the project.

From the list of Program Outcomes above, which POs were assessed using this strategy? Just list the number of the PO(s) assessed.

What were the findings from this assessment?

With whom and how did you share findings from this assessment? Check the box next to the person/group(s) with whom you shared the findings and in the box tell us HOW you shared the data with them. For example, you may share findings at a meeting, in an email, in a one-on-one meeting, or via a website.

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How:

Department/Unit Leaders

How:

Students

How:

Faculty

How:

University Administration/Leadership

How:

External Community Members

How:

Other

Who:

How:

How did you use or how are you planning to use the findings from this assessment for improvement? Where applicable, give specific examples of changes you make (are making) as a result of your findings.

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Assessment Strategy 5

Describe the assessment strategy. Please provide enough detail so that we understand the nature of the project.

From the list of Program Outcomes above, which POs were assessed using this strategy? Just list the number of the PO(s) assessed.

What were the findings from this assessment?

With whom and how did you share findings from this assessment? Check the box next to the person/group(s) with whom you shared the findings and in the box tell us HOW you shared the data with them. For example, you may share findings at a meeting, in an email, in a one-on-one meeting, or via a website.

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How:

Department/Unit Leaders

How:

Students

How:

Faculty

How:

University Administration/Leadership

How:

External Community Members

How:

Other

Who:

How:

How did you use or how are you planning to use the findings from this assessment for improvement? Where applicable, give specific examples of changes you make (are making) as a result of your findings.

If you have more strategies to report, just copy and paste all the questions/prompts and create as many additional assessment strategy sections as you need.

Section 4: Other Changes based on Trends/Strategic Plan

Sometimes you make changes based on trends in higher education, new strategic plans or initiatives at the university, or for other reasons. In this section, you will describe changes made based on trends/strategic plans and how you plan to assess the effectiveness of the change.

Describe what change you made and what you based this change on.

Tell us how you plan to assess the effectiveness of the change.

Section 5: Annual Objectives (optional section)

Do you have any unique goals/objectives for the year? If so, describe the objective(s) and how you are assessing progress.

Section 6: Next Steps (Planned Assessment)

Tell us about your next steps for assessing your unit/department.

What assessments are currently underway or planned for this academic year? For example, your area may have items on the TUSQ that will be administered in Spring 2018 or you might have conducted focus groups in the fall and are review in the fall and are reviewing findings.

Do you have any documents you would like to share?

Please feel free to email supporting documents in addition to your completed report. Additional documents may include: assessment plans, survey instruments, reports created for other audiences, etc. If you are including supporting documents, please tell us below what documents you are attaching.