

Annual Student and Academic Support Unit

Assessment Report

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| **Division:** | Arts and Sciences | **Date Submitted:** |  |
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| **Department:** |  | **Contact Person:** |  |

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| **Part 1: Introductory Content** | |
| **Department Mission Statement:**  Brief statement of the mission of the unit and why it exists. This statement should generally not change from year to year. |  |
| **Main Functional Areas of Responsibility:**  State the primary work areas of your unit (parts of organization chart, annually occurring work). This should be reviewed annually, but most likely will not vary significantly from year to year. |  |
| **Notable Achievement:**  Briefly describe one of the most notable achievements of your department this year. |  |
| **Assessment Team & Process:**  Who helped with data collection, how were plans & results discussed (e.g., in meetings), and who was part of implementing action plans and/or changes? |  |
| **Alignment to Goals**  Indicate which Institutional Goals and/or departmental goals your outcomes align with and support. | [Illuminate Pillars](https://illuminate.web.baylor.edu/four-pillars): ☐ 1 ☐ 2 ☐ 3 ☐ 4  [Pro Futuris Aspirations](https://profuturis.web.baylor.edu/strategic-vision/our-new-strategic-vision-pro-futuris): ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5  Department Goals: |

| **Part 2: Program Effectiveness Outcomes**  Please identify at least **three** outcomes in total between Parts 2 and 3. | | | | | |
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| **Outcome**  Annual program/area;  often area listed as main area of responsibility | **Means of Assessment**  How outcome is measured | **Criteria for Success/ Performance Target**  Specific and measurable (number, percent, etc.) | **Results**  Provide a summary of results and indicate status; use Appendix for reports, charts, etc. | **Analysis of Results**  Your interpretation and/or reflection on results; insights into the data/results | **Planned Changes for Improvement**  Based on Analysis of Results; include budget implications; be as specific as possible |
| 1. |  |  | **Status:**  Met  Partly Met  Not Met |  |  |
| 2. |  |  | **Status:**  Met  Partly Met  Not Met |  |  |
| 3. |  |  | **Status:**  Met  Partly Met  Not Met |  |  |
| 4. |  |  | **Status:**  Met  Partly Met  Not Met |  |  |

***Add more rows, if necessary.***

| **Part 3: Student Learning Outcomes** (as appropriate)  Please identify at least **three** outcomes in total between Parts 2 and 3. For each student learning outcome (Part 3), please include at least 1 direct measure of learning (i.e., what you expect students to know or do) and 1 indirect measure of learning (i.e., students’ perceptions or satisfaction). | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Outcome**  Students will  [action verb]… | **Means of Assessment**  How outcome is measured | **Criteria for Success/ Performance Target**  Specific and measurable (number, percent, etc.) | **Results**  Provide a summary of results and indicate status; use Appendix for reports, charts, etc. | **Analysis of Results**  Your interpretation and/or reflection on results; insights into the data/results | **Planned Changes for Improvement**  Based on Analysis of Results; include possible budget implications; be specific |
| 1. | Direct  Indirect |  | **Status:**  Met  Partly Met  Not Met |  |  |
| Direct  Indirect |  | **Status:**  Met  Partly Met  Not Met |  |  |
| 2. | Direct  Indirect |  | **Status:**  Met  Partly Met  Not Met |  |  |
| Direct  Indirect |  | **Status:**  Met  Partly Met  Not Met |  |  |

***Add more rows, if necessary.***

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| **Part 4: Improvements Made or Actions Taken from Last Year**  Describe specific improvements made or actions taken based on last year’s results and identified planned changes for improvement. You might include budgetary adjustments made to align with improvements. Please include evidence you have that these improvements have been effective. |
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| **Part 5: Appendix** (as appropriate)  Please include (below) as an appendix any supporting documents (e.g., rubrics, exam questions, tests) used as part of your means of assessment, or any larger data pieces used in your results analysis (e.g., charts, tables, graphs). |