**UNIT NAME**

**ASSESSMENT REPORTS**

**2019-2020**

**Unit Overview**

Provide background information about the unit, programs within the unit, etc. Option to appendix org chart.

**Mission**

Provide a brief description of the unit’s mission and its relationship to OUE and the institute’s mission and strategic plan. Keep in mind the following questions when formulating your unit’s mission:

* What do we do?
* How do we do it?
* For whom do we do it?
* What value are we bringing?

**Outcome 1**

Repeat this process for 3-5 outcomes for each program/unit, previously developed, for the 2017-18 academic year. These outcomes should be specific, measurable, and related to the unit and Institute’s mission and goals.

**Background Information**

Provide any additional information that may be helpful to a reader about this outcome. This could include why the outcome was chosen, information about a specific program/course, changes to the outcome over time, etc.

**Methods of Assessment**

*Method 1:*

Description of ways in which the unit measured and assessed its progress in achieving its targeted outcomes­, and a summary of the results of those efforts. These should be in past tense (e.g. “We surveyed…”; “We interviewed…”) This section includes the following:

* Methods of Assessment - may include surveys, focus group feedback, scoring rubrics, interviews,

syllabi review, etc.

*Method 2:*

Repeat the same process here to describe method 2, 3, and so on. You will likely need to include more than one method of assessment for each outcome.

**Achievement Targets**

Provide a brief description of any achievement targets. This could include: establishing a benchmark for first-time data collection (if this is your first year collecting information on this outcome), to improve upon results from last year (please give a brief description of prior year’s results), or that the outcome measure is exploratory (if the measure is qualitative). Additionally, information from scholarship in this area may be included to justify a benchmark.

**Results**

Include specific results related to each assessment activity performed (e.g. survey results, summaries of focus group feedback, rubric results, trend data on numbers of students served, etc.). Your results section should report on data from activities addressing your outcomes.

**Use of Results for Improvement**

*Program Improvements:*

Summary of changes (improvements) made in the programs or services as a result of the assessment efforts conducted over the past year. Include evidence of feedback loops – (e.g., meetings to discuss those actions and improvement plans made as a result of the year’s assessment efforts, explanation of changes to the budget, etc.).

Be sure to address the following questions:

* What changes were made or are going to be made?
* Which data were used & by whom to make the decision to change?
* How will the changes be implemented?
* Who is responsible for each piece of the implementation?
* Evidence of feedback loops (meetings that have taken place to discuss/monitor changes/improvements, changes that were made as a result of last year’s assessment activities).

*Process Improvements:*

Also, include any changes the unit expects to make in the coming year to its operational outcomes (new outcomes, changes in targets, etc.); any changes the unit plans to make in assessment tools, methods, etc.

**Outcome 2**

Continue this process with the remaining outcomes for your unit.

**Background Information**

**Methods of Assessment**

*Method 1:*

*Method 2:*

**Achievement Targets**

Provide a brief description of any achievement targets. This could include: establishing a benchmark for first-time data collection (if this is your first year collecting information on this outcome), to improve upon results from last year (please give a brief description of prior year’s results), or that the outcome measure is exploratory (if the measure is qualitative). Additionally, information from scholarship in this area may be included to justify a benchmark.

**Results**

**Use of Results for Improvement**

*Program Improvements:*

*Process Improvements:*