Annual Assessment Report Worksheet

### Office/Unit:

### Director:

### Contributors:

### Academic Year:

### Date Submitted:

**Goal Achievements and Highlights from the Year:** *What were your major accomplishments this year? Feel free to use this space to talk about all the programs, events, accomplishments you’ve had as a unit, even if they are not part of this assessment.*

***Overview and Purpose:*** *What goals and outcome(s) that were targeted this year?*

**Process and Methodology:** *Describe the type of evidence gathered, the people who participated in the assessment (student, faculty, and staff), and the assessment activities conducted. Include all of the relevant courses in which the assessments took place. What tools were used for the evaluation? Were there any limitations?*

**Summary of Findings**: *Summarize some of the major findings. Were the findings surprising or anticipated?*

**Discussions:** *What were some of the main discussion points that came out of this assessment within your unit? Students? Faculty? Community members? Other related constituents?*

**Recommendations and Action Items:**  *How does your unit plan to use these assessment results to improve your processes, operations, and/or priorities within the unit? Do you have plans to disseminate these results to the program faculty, staff, and students? What is the general timeline for these changes?*

**Appendix:** *Attach any worksheets, survey data, graphs, tables, or raw data (if needed) that were used in the final analysis; specifically, those presented in the Summary of Findings section.*