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Administrative Assessment Template

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Administrative Assessment Template

Abstract

Annual Assessment Plan Templates

Please complete PART I (Annual Assessment Plan) by October 31, 2020. Please complete PART II (Annual Assessment Report) by June 30, 2021 to assessment@kean.edu.

Keywords

Assessment, Administrative Assessment



2020-2021 Annual Administrative Unit Assessment Report Template

PART I – DUE October 31, 2020

Unit Name: Click or tap here to enter text.

Division Name: Click or tap here to enter text.

Mission Statement:

Click or tap here to enter text.

Vision Statement:

Click or tap here to enter text.

Goals and Objectives

- A) University Strategic Plan Goal: Which goal(s) of the current Kean University Strategic Plan align with the work of your unit? Include the first one here as stated in the University's Strategic Plan.
- 1) Objective A.1 - Which objective(s) under this Strategic Plan goal align with the work of your unit? Include the objective here as stated in the University's Strategic Plan. If there are no specific objectives that align with your unit's primary responsibilities, you may include your own unit level objectives as long as they contribute to institutional effectiveness and toward meeting the Strategic Plan goal above.
 - a) *Responsible individual(s):* Who in your unit will be responsible for overseeing the achievement of this objective and who will work on this person's team? Identify these individuals here.
 - b) *Measures:* How will you monitor your progress in meeting this goal and objective throughout the academic year? What qualitative or quantitative measures will you use to collect data within your unit that align with this particular goal and objective? Identify these measures here. If you need support from other units in collecting this data, please identify that here as well.
 - c) *Timeline with milestones:* Break down the larger goal and objective into smaller activities and tasks to be completed throughout the academic year. When do you plan to complete these smaller activities and tasks? Make a timeline and indicate milestones throughout the year to monitor the level of progress you anticipate to be completed by each milestone.
 - d) *Implementation plan for this objective:* How will your unit meet this goal and objective? Identify and describe all actions, programs, initiatives, interventions, and processes through which this goal and objective will be met by the end of the academic year. The number of items presented in the implementation plan will vary for each goal and objective stated.

Some units may align with more than one objective under the same Strategic Plan goal. Should your unit align with multiple objectives under this goal, please complete the previous outline for each of the objectives for which the work of your unit aligns.

Additionally, some unit’s work may align with more than one University’s Strategic Plan goals. If your unit falls in this category, please add more goals and their objectives as needed (an example is provided below):

B) University Strategic Plan Goal: Which additional goal(s) of the Strategic Plan align with the work of your unit? Include the second goal here as stated in the University’s Strategic Plan) (if relevant to your unit).

1. Objective B.1 - complete “a” through “d” as outlined above (if relevant to your unit).

PART II – DUE June 30, 2021

e) *Data Results:* Refer back to “b: *Measures*” from Part I of this report and summarize the data you collected from the measures indicated. How does this data show that your unit has made progress toward meeting the stated Goal and Objective? Or, how does this data show that you have not made progress toward meeting the stated Goal and Objective?

f) *Action Items based on Data Collected:* Now that you have your data, how will you use it in the next academic year to improve the programs or services provided by your unit? Remember, assessment is about continuous improvement. If your data shows you are meeting your Goal and Objective, then this may suggest you identify a new target to enhance the effectiveness and efficiency of particular programs and services. If your data shows you are not meeting your Goal and Objective, what do you suggest changing to ensure they are met next academic year?

If you identified more than one Goal in Part I, repeat items “e” and “f” for each Goal and Objective stated.

g) *Professional Development Needs:* Outline any staff development needs including detailed supporting data, rationale and associated cost if applicable.

h) *Budget Request Line Items:* Complete table below describing each resource request in detail for improvement in programs and services based on the data results and action items above.

<i>Unit</i>	<i>Description of Resource Request</i>	<i>Rationale also provide reference to the results and action items)</i>	<i>Quantity Requested (where applicable)</i>	<i>Unit Cost (where relevant)</i>	<i>Total Cost</i>	<i>Strategic Plan Goal</i>