**ADMINISTRATIVE UNIT ASSESSMENT REPORT TEMPLATE**

**Directions:**

* First, please complete the administrative unit summary information below.
* Table 1: Administrative Unit Outcomes (AUOs).
	+ Each unit should have **a total of 3 to 5** administrative unit outcomes.
	+ Please measure and provide findings and comments on findings for **at least 3** of your AUOs each year.
	+ All AUOs should be measured **at least twice** in a 5-year period.
	+ **Please list all of your AUOs** and their corresponding measures and targets, in the report document, even those that were not measured this year.
	+ **An action plan** should be provided for AUOs where targets were not met. If all targets are met, please provide an action plan for at least one AUO.
* Table 2: Student Learning Outcomes (SLOs).
	+ **Not all administrative units will have SLOs**. If your unit directly impacts student learning and development, you should be measuring at least 1 SLO each year.
	+ If your unit has SLOs, **please list all of them** with their corresponding measures and targets, even those that were not measured this year.
	+ Please also provide findings and comments on findings for **any SLOs measured** during the academic year.
	+ Please provide **an action plan** for any SLO where targets were not met.

Reports for the 2020-2021 academic year are due by **September 1, 2021**. If you need assistance, please do not hesitate to contact Lauren Bryant, Assistant Director of Institutional Effectiveness, at labryant@vt.edu or 540 231 1989.

**Unit Summary:**

|  |  |
| --- | --- |
| Academic Year |  |
| Administrative Unit Name |  |
| Administrative Unit Lead |  |
| Assessment Point of Contact  |  |
| Mission Statement |  |

**Table 1: Administrative Unit Outcomes (AUOs)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Administrative Unit Outcomes (AUOs)****Please include all of your AUOs, even those not measured this year.* | ***Assessment Measures****Please include a measure for each AUO, even those not measured this year.* | ***Targets****Please include a target for each AUO, even those not measured this year.* | ***Findings****Please include findings for each AUO measured this year, and please state if your target was met.* | ***Comments on Findings****For each AUO measured: What do these findings mean to your unit? When do you plan to measure the outcome again? Are you considering making changes to your assessment plan based on these findings?* | ***Action Planning****Is the program planning any changes or other improvements based on these findings? An action plan should be included for all AUOs with unmet targets.* | ***Comments on Past Action Planning****What action plans have been implemented for this outcome in the past? How have those changes affected unit quality or efficiency?* |
| **AUO #1:**  |  |  |  |  |  |  |
| **AUO #2:**  |  |  |  |  |  |  |
| **AUO #3:**  |  |  |  |  |  |  |
| **AUO #4:**  |  |  |  |  |  |  |
| **AUO #5:**  |  |  |  |  |  |  |

**Table 2: Student Learning Outcomes (SLOs) – if applicable**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Student Learning Outcomes (SLOs)****Please include all of your SLOs, even those not measured this year.* | ***Assessment Measures****Please include a measure for each SLO, even those not measured this year.* | ***Targets****Please include a target for each SLO, even those not measured this year.* | ***Findings****Please include findings for each SLO measured this year, and please state if your target was met.* | ***Comments on Findings****For each SLO measured: What do these findings mean to your unit? When do you plan to measure the outcome again? Are you considering making changes to your assessment plan based on these findings?* | ***Action Planning****Is the program planning any changes or other improvements based on these findings? An action plan should be included for all SLOs with unmet targets.* | ***Comments on Past Action Planning****What action plans have been implemented for this outcome in the past? How have those changes affected student learning?* |
| **SLO #1:**  |  |  |  |  |  |  |
| **SLO #2:**  |  |  |  |  |  |  |
| **SLO #3:**  |  |  |  |  |  |  |

**General Questions – optional**

* Is there any additional information not included in your assessment plan that you would like to share that describes efforts you have made to improve unit quality, efficiency, and/or student learning?
* What have you learned about your unit and/or students as a result of engaging in the assessment process?
* What external factors are driving or informing your assessment practices?
* What help do you need from Institutional Effectiveness with regard to your assessment processes?

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