**Administrative Department Assessment Report Template**

**Please read:**

* The ultimate goal of the administrative unit assessment process is to **seek improvement, not demonstrate performance**. In other words, the goal of this process is to document your departments efforts to improve its services, products, processes, and functioning. **Outcomes should focus on areas that the department wants to optimize, instead of areas that have already been optimized**.
* Please complete the administrative department summary information below.
* Reminders for Table 1: Administrative Unit Outcomes (AUOs).
	+ Prompts are provided in each column header to guide you in completing the template.
	+ Each department should have **a total of 3 to 5** AUOs.
	+ 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.
	+ **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.
* Reminders for Table 2: Student Learning Outcomes (SLOs).
	+ Prompts are provided in each column header to guide you in completing the template.
	+ **Not all administrative departments will have SLOs**. If your department directly impacts student learning and development, you should be measuring at least 1 SLO each 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 academic year are due by **June 1st yearly**. Please submit reports to the Assessment Teams folder. Please also feel free to contact the Assessment office assessment@azwestern.edu for additional assistance or guidance. You may also consult the AWC Assessment page for additional information <https://www.azwestern.edu/instruction/assessment>

**Department Summary:**

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

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| **How do your department goals link to the college’s Institutional Priorities?**Please list your goals and brief description of how the department goals links to the Institutional Priorities.* **Agility**: Cultivate an agile culture and institutional model that strengthens the future of AWC and the region.
* **Technology**: Improve Student Success by leveraging technology that personalizes the students experience and increase organizational effectiveness.
* **Accessibility**: Eliminate cultural, financial, time, and place barriers to education.
* **Prosperity**: Grow and sustain academic programs that leverage our competencies, fuel economic growth and position graduates for prosperity.
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**Table 1: Administrative Unit Outcomes (AUOs)**

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| --- | --- | --- | --- | --- | --- | --- |
| ***Administrative Unit Outcomes (AUOs)*** | ***Assessment Measures****Please include a measure for each AUO* | ***Targets****Please include a target for each AUO* | ***Findings from Current Cycle****Please include findings for each AUO measured this year, and please state whether or not each target was met.* | ***Reflecting 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 department planning any changes or other improvements based on these findings? An action plan should be included for all AUOs with unmet targets.* | ***Reflecting on Past Action Planning****What action plans have been implemented for this outcome in the past? How have those changes affected department quality or efficiency?* |
| **AUO #1:**  |  |  |  |  |  |  |
| **AUO #2:**  |  |  |  |  |  |  |
| **AUO #3:**  |  |  |  |  |  |  |
| **AUO #4:**  |  |  |  |  |  |  |
| **AUO #5:**  |  |  |  |  |  |  |

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

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| --- | --- | --- | --- | --- | --- | --- |
| ***Student Learning Outcomes (SLOs)*** | ***Assessment Measures****Please include a measure for each SLO* | ***Targets****Please include a target for each SLO* | ***Findings from Current Cycle****Please include findings for each SLO measured this year, and please state whether or not each target was met.* | ***Reflecting 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 unit planning any changes or other improvements based on these findings? An action plan should be included for all SLOs with unmet targets.* | ***Reflecting 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:**  |  |  |  |  |  |  |

**Feedback on Administrative Department Assessment – optional**

* What can the Assessment Office do to better support you and your department in this process?
* What challenges or barriers are making this process more difficult or less useful for you and your unit?
* What changes would you make to the Administrative Department Assessment process?
* What additional information not included in the tables above would you like us to know?

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