



Assessment and Continuous Improvement
Report
[Department Name]

Submitted by [Director/VP/Dept. Lead]

[Date (MM/DD/YYYY)]

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Introduction

Brief description of department and purpose/services provided and alignment to strategic plan. (50 words)

Changing Landscape

Provide a brief narrative explaining new or anticipated changes that are likely to have significant impact on students, employee workload, policies, or processes. (100 words)

Assessment Plan

Provide a brief narrative about the development and implementation of the plan.

Goals, Measures, Alignment, and Evidence

Include planned development and implementation timeline of tools/measures/data sources/collection system(s). Attach as appendices or links, copies of your assessment tools.

Goal/Outcome	Strategic Plan Pillar Alignment	Assessment Description (Tool)	Implementation Status
Goal/Outcome #1			
Goal/Outcome #2			
Goal/Outcome #3			

Assessment Schedule

Provide a table clearly showing when assessment data related to each goal/outcome will be reviewed and analyzed. Include a brief description of who reviews/analyzes the data, and any additional details to provide clarity, such as the month(s) in which analysis occurs. Examples provided.

Goal/Outcome	When data collected & by whom	When data reviewed & by whom
<i>Example</i>	<i>Survey sent annually in May 1 by Admin Assistant</i>	<i>Results reviewed annually by all dept. members in July.</i>
Goal/Outcome #1		
Goal/Outcome #2		
Goal/Outcome #3		

Change informed by data

Provide a brief narrative detailing adjustments made by the department in response to review and analysis of assessment plan data. Explicitly include the data reviewed, the rationale for change, the plan for evaluating impact, and any evidence of impact.

Goal/Outcome Assessed

Which goal(s) did you assess?

Analysis

Summarize your data and patterns, surprises, or observations.

Continuous Improvement

Provide a narrative that addresses the following questions:

- 1. What changes, if any, will you make to process, policy, procedures, measures, or assessment as a result of this data analysis?*
- 2. When will you implement these changes? Include who will implement these changes.*
- 3. How and when will you re-assess to determine if your changes are effective?*

Information Sharing

Provide a narrative that lists the stakeholders you share your assessment plan analysis and results with. Provide the context in which it is shared, the frequency (monthly, annually, etc.), and format.

Provide a brief summary of the results of your department's information sharing plan. Include whether you followed the plan, whether feedback was received from stakeholders and how it was documented. Explain how information sharing impacted your department.

Reflection and Planning

Successes

What went well this year?

Concerns

What didn't go as expected or presented challenges this year?

Focus and Plan for the Coming Year(s)

Please provide 2 to 5 clear, measurable goals/foci and timeline for implementation of each goal/foci.

Resources needed for changes

What additional resources (time, money, access, etc.) if any, do you need for the future, in order to implement changes identified in this report? Tie needs to goals/outcomes and strategic plan.