**Department/Unit Assessment Report for AY \_\_\_\_\_\_\_\_\_\_ Department/Unit**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Date report completed:** ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Completed by:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other assessment contributors:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe the previous year’s assessment activities and follow-up for your program/unit below. Please complete this form for each separate department/unit if you supervise more than one.

Submission instructions: Complete this form and attach any appropriate documentation. Have appropriate supervisor review and approve the report. Submit PDF report to provostoffice@csupueblo.

Thank you.

**Briefly describe the main mission/goal of your unit:**

**I. Assessment of Outcomes in this cycle.** Including key performance indicators, processes, results, and recommendations for continuous improvement. Use Column H to describe improvements planned for the next year based on the assessment process.

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| A. Which of the department/unit outcomes were assessed during this cycle? **Please include the outcome(s) verbatim from the unit’s strategic and/or management plan or goals.** | B. When was this outcome last assessed (year) and what is the frequency of assessment? | C. What method was used for assessment of this outcome? **Please include a copy of instruments and/or rubrics used in the assessment process.** | D. Who/what was assessed? Please describe the data collected and/or evaluation artifacts involved. | E. What is the expected achievement level (benchmark or goal) for this outcome? | F. What were the results of the assessment? Include the proportion of results meeting expectation. | G. What were the department/unit conclusions about the assessment results? Have you met or exceeded your goals? | H. What changes/improvements are planned based on this assessment? |
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Comments on part I:

**II. Closing the Loop. Describe the data-informed changes made in your department/unit during the AY\_\_\_\_\_\_\_ cycle.**

These are those that were based on, or implemented to address, the results of assessment from previous cycles. **Provide a timeline for addressing other needed changes.**

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| A. What outcome(s) did you address?  **Please include the outcome(s) verbatim from the unit’s unit’s strategic and/or management plan or goals.** | B. When was this outcome assessed to generate the data which informed the change? (year) | C. What were the recommendations for improvement from the previous assessment? | D. How were the recommendations for change acted upon? | E. What were the results of the changes? If the changes were not effective, what are the next steps or the new recommendations? |
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Comments on part II:

**Approved by** (Name of Supervisor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_reviewed and approved assessment report:

**Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_