



Saint Mary's College Administrative Unit Evaluation Report Form

INSTRUCTIONS for completing the Administrative Unit Evaluation Report Template:

Step 1: Identify the Unit Mission Statement (if applicable). Articulate the broad mission and describe how it relates to the mission of the College.

Step 2: Clearly State the Goals of the Unit. Goals are broad declarations of what the unit hoped to accomplish this year. *For example, a unit may wish to increase awareness of resources available on its website.* In the document, list the 3-5 goals that are chosen for review and assessment this year.

Step 3: Map the Unit's Goals to the College's Strategic Plan Principles and Goals. See the Strategic Plan Summary for a listing of principles and goals as you make your linkages. This is available on the Office of Institutional Research website.

Step 4: Define the Desired Outcomes for Each Goal. Expected performance outcomes describe the unit's specific, actionable, and measurable endeavors that will evidence progress toward the unit's goal. *For example, if the goal is increase awareness of resources available on the office website, the measurable outcomes would be specific actions taken to increase the awareness. An example would be "Quarterly emails will be sent to the campus community informing colleagues of available resources".* There will probably be multiple outcomes per goal. These will likely change from year to year more frequently than the goals.

Other examples of outcomes include:

- "Workshops offered will improve attendees skills in research design and statistical analysis."
- "Constituents will be satisfied with the quality of graphic design services delivered by this office."
- "Seek feedback on format of reports and presentations to ensure it is meeting the needs of colleagues and revise where necessary."
- "Pursue opportunities for professional development both internal and external to the College."
- "Paper use from printing will be reduced by 10% compared to last year."

Step 5: Describe the methods of measurement used. How, when, and where did you assess or evaluate your expected performance outcomes either quantitatively or qualitatively? Your office should develop assessment and evaluation procedures to appropriately evaluate each outcome. This section should describe the methods used to gather information and to measure the outcome, such as surveys, focus groups, or internally collected data (logbooks/files, etc.). It may help to develop an annual calendar for when to implement these assessment measures and analyze the results. *The assessment of the example of quarterly emails could be simple—track when and how many emails were sent during the year. It could also involve a more in-depth examination of community awareness by probing community members by quick surveys or focus groups.*

Step 6: Report your results. What were the actual results of the assessment? You should include and cite specific assessment data. *Using the above examples, results may be that the unit sent four quarterly emails during the 2nd week of month.*

Step 7: Share recommendations from improvements. Were there programmatic changes identified based upon your results? What do you plan to assess in **AY2017-2018**, based on the results identified this year. *Responses to these were positive but suggestions were offered to enhance content. The website was revised to add additional requested content. Next year we will assess those changes to the website to see if users found them useful.*

Unit: Division: Submitted by: Date:

Unit Mission Statement (if applicable):

Instructions may be found on the first page of this document. Shaded areas represent information that should be in place at the beginning of the Academic Year to serve as a road map for assessing Unit Goals throughout the year. Clear areas are to be completed after collection of data / assessment results and submitted along with the shaded areas as a year-end summative report.

GOAL #1: What do you hope to achieve? Related College Principle(s): Related Strategic Goal(s):

#	<u>Desired Outcomes</u> What specific actions should occur in AY16-17 that would help meet this goal? These should be measurable outcomes that if accomplished would evidence progress toward the goal.	<u>Methods of Measurement / Assessment</u> How, when, and/or where will you assess or evaluate your outcomes, either quantitatively or qualitatively.	<u>Results and Analysis of Assessment/Evaluation</u> Please describe your assessment/measurement findings.	<u>Recommendations for Improvements</u> Please indicate any improvements or programmatic changes you plan to make in AY17-18
1A				
1B				
1C				

GOAL #2: What do you hope to achieve? Related College Principle(s): Related Strategic Goal(s):

#	<u>Desired Outcomes</u> What specific actions should occur in AY16-17 that would help meet this goal? These should be measurable outcomes that if accomplished would evidence progress toward the goal.	<u>Methods of Measurement / Assessment</u> How, when, and/or where will you assess or evaluate your outcomes, either quantitatively or qualitatively.	<u>Results and Analysis of Assessment Data Collected</u> Please describe your assessment/measurement findings.	<u>Recommendations for Improvements</u> Please indicate any improvements or programmatic changes you plan to make in AY17-18
2A				
2B				
2C				

GOAL #3: What do you hope to achieve?

Related College Principle(s): Related Strategic Goal(s)

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#	<u>Desired Outcomes</u> What specific actions should occur in AY16-17 that would help meet this goal? These should be measurable outcomes that if accomplished would evidence progress toward the goal.	<u>Methods of Measurement / Assessment</u> How, when, and/or where will you assess or evaluate your outcomes, either quantitatively or qualitatively.	<u>Results and Analysis of Assessment Data Collected</u> Please describe your assessment/measurement findings.	<u>Recommendations for Improvements</u> Please indicate any improvements or programmatic changes you plan to make in AY17-18
3A				
3B				
3C				

GOAL #4: What do you hope to achieve?

Related College Principle(s): Related Strategic Goal(s)

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#	<u>Desired Outcomes</u> What specific actions should occur in AY16-17 that would help meet this goal? These should be measurable outcomes that if accomplished would evidence progress toward the goal.	<u>Methods of Measurement / Assessment</u> How, when, and/or where will you assess or evaluate your outcomes, either quantitatively or qualitatively.	<u>Results and Analysis of Assessment Data Collected</u> Please describe your assessment/measurement findings.	<u>Recommendations for Improvements</u> Please indicate any improvements or programmatic changes you plan to make in AY17-18
4A				
4B				
4C				

GOAL #5: What do you hope to achieve?

Related College Principle(s): Related Strategic Goal(s)

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#	<u>Desired Outcomes</u> What specific actions should occur in AY16-17 that would help meet this goal? These should be measurable outcomes that if accomplished would evidence progress toward the goal..	<u>Methods of Measurement / Assessment</u> How, when, and/or where will you assess or evaluate your outcomes, either quantitatively or qualitatively.	<u>Results and Analysis of Assessment Data Collected</u> Please describe your assessment/measurement findings.	<u>Recommendations for Improvements</u> Please indicate any improvements or programmatic changes you plan to make in AY17-18
5A				
5B				
5C				

APPENDICES List any documentation provided in support of this report.

PLEASE SUBMIT THIS REPORT AND ALL APPENDICES IN ONE PDF DOCUMENT.

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