Outcomes Assessment Report

ANNUAL REPORT

Administrative Offices

Academic Year 2015-16

**Due November 4, 2016**

**Unit or Office:** Click here to enter text.

**Contact Person:** Click here to enter text.

**Date Submitted:** Click here to enter text.

**Unit Mission Statement**

Each unit or office should have its own mission statement that aligns and reflects its unique contribution to UofL’s institutional mission. The mission statement is a brief description of the unit and what it does including its purpose, areas of service responsibility, and clients served

**Unit Mission Statement:** Click here to enter text.

**Goal #1**

A goal is a broad statement that describes the overarching long-range achievements of a unit as they relate to the unit’s mission. These goals can focus on a core service or key function of the unit. The goal is usually not measurable and needs to be further developed as a separate distinguishable outcome, that when measured appropriately, provides evidence of how well you are accomplishing your goal. The goal is primarily used for general planning and is used as the starting point to the development and refinement of an outcome.

**Program Goal 1:** Click here to enter text.

**Outcome #1 (operational or student learning)**

An operational outcome is a specific statement that describes the result or impact that a critical function, service, or process will produce. The outcome needs to align to a specific goal, address a desired level of productivity, and be measurable so that its achievement can be observed and verified with evidence.

A student learning outcome is aligned to a specific goal and addresses a key competency achieved through involvement with a unit/office, and describes measurable learning activities associated with the competency.

**Outcome 1:** Click here to enter text.

**Assessment Method #1**

Method of assessment provides specific description of the identified assessment and how it will measure the results for each outcome. Include a brief description of the process used to evaluate the quality of the unit’s work. Please include a copy of the assessment if available. More than one assessment can be reported for each outcome.

Examples: Surveys of customer satisfaction or student learning, gap analysis; delivered services vs. actual performance, focus groups, formal feedback from advisory groups or committees, compliance with industry/national standards, benchmarking with peer institutions.

**Measure 1:** Click here to enter text.

**Performance Target #1**

Performance target is a specific and quantifiable criterion (e.g. percentage satisfied with service, number of clients served, percentage of students achieving outcome) that sets the minimum acceptable performance threshold for each outcome measured.

**Performance Target 1**: Click here to enter text.

**Finding #1**

Provide results of the specified assessment method and indicate whether the intended target was met.

**Finding 1:** Click here to enter text.

**Additional Notes #1**

Please include anything you think we should be aware of with regard to this goal or any questions you may have.

**Additional Notes:** Click here to enter text.

**Goal #2**

A goal is a broad statement that describes the overarching long-range achievements of a unit as they relate to the unit’s mission. These goals can focus on a core service or key function of the unit. The goal is usually not measurable and needs to be further developed as a separate distinguishable outcome, that when measured appropriately, provides evidence of how well you are accomplishing your goal. The goal is primarily used for general planning and is used as the starting point to the development and refinement of an outcome.

**Goal 2**: Click here to enter text.

**Outcome #2 (operational or student learning)**

An operational outcome is a specific statement that describes the result or impact that a critical function, service, or process will produce. The outcome needs to align to a specific goal, address a desired level of productivity, and be measurable so that its achievement can be observed and verified with evidence.

A student learning outcome is aligned to a specific goal and addresses a key competency achieved through involvement with a unit/office, and describes measurable learning activities associated with the competency.

**Outcome 2**: Click here to enter text.

**Measure 2:** Click here to enter text.

**Measure #2**

Method of assessment provides specific description of the identified assessment and how it will measure the results for each outcome. Include a brief description of the process used to evaluate the quality of the unit’s work. Please include a copy of the assessment if available. More than one assessment can be reported for each outcome.

Examples: Surveys of customer satisfaction or student learning, gap analysis; delivered services vs. actual performance, focus groups, formal feedback from advisory groups or committees, compliance with industry/national standards, benchmarking with peer institutions.

**Performance Target #2**

Performance target is a specific and quantifiable criterion (e.g. percentage satisfied with service, number of clients served, percentage of students achieving outcome) that sets the minimum acceptable performance threshold for each outcome measured.

**Performance Target 2:** Click here to enter text.

**Finding #2**

Provide results of the specified assessment method and indicate whether the intended target was met.

**Finding 2:** Click here to enter text.

**Additional Notes #2**

Please include anything you think we should be aware of with regard to this goal or any questions you may have.

**Additional Notes:** Click here to enter text.

**Goal #3**

A goal is a broad statement that describes the overarching long-range achievements of a unit as they relate to the unit’s mission. These goals can focus on a core service or key function of the unit. The goal is usually not measurable and needs to be further developed as a separate distinguishable outcome, that when measured appropriately, provides evidence of how well you are accomplishing your goal. The goal is primarily used for general planning and is used as the starting point to the development and refinement of an outcome.

**Program Goal 3**: Click here to enter text.

**Outcome #3 (operational or student learning)**

An operational outcome is a specific statement that describes the result or impact that a critical function, service, or process will produce. The outcome needs to align to a specific goal, address a desired level of productivity, and be measurable so that its achievement can be observed and verified with evidence.

A student learning outcome is aligned to a specific goal and addresses a key competency achieved through involvement with a unit/office, and describes measurable learning activities associated with the competency.

**Outcome 3**: Click here to enter text.

**Measure #3**

Method of assessment provides specific description of the identified assessment and how it will measure the results for each outcome. Include a brief description of the process used to evaluate the quality of the unit’s work. Please include a copy of the assessment if available. More than one assessment can be reported for each outcome.

Examples: Surveys of customer satisfaction or student learning, gap analysis; delivered services vs. actual performance, focus groups, formal feedback from advisory groups or committees, compliance with industry/national standards, benchmarking with peer institutions.

**Measure 3:** Click here to enter text.

**Target #3**

Performance target is a specific and quantifiable criterion (e.g. percentage satisfied with service, number of clients served, percentage of students achieving outcome) that sets the minimum acceptable performance threshold for each outcome measured.

**Target 3:** Click here to enter text.

**Finding #3**

Provide results specified in Measure 3 (above) and indicate whether the intended target/threshold was met. (Ex. 75% of students earned a rating of “adequate” or higher on the designated rubric. Target was not met.)

**Finding 3**: Click here to enter text.

**Additional Notes #3**

Please include anything you think we should be aware of with regard to this competency or any questions you may have.

**Additional Notes:** Click here to enter text.

**Action Plan**

This provides evidence of “closing the loop”, by utilizing the assessment results indicated throughout the report to indicate strategies for continuous program improvement to enhance the operation and performance of your unit.

**New Action Plan:** Click here to enter text.

**Additional Items (optional)**

If you wish to include additional goals, outcomes, and measures/targets/findings, please use this generic form. If you are adding a goal or measure/target/finding that align to one of the items listed above, simply note that below.

Copy this page as many times as needed.

**Goal**: Click here to enter text.

**Outcome:** Click here to enter text.

**Measure:** Click here to enter text.

**Performance Target:** Click here to enter text.

**Finding:** Click here to enter text.

**Additional Notes:** Click here to enter text.