Administrative Assessment Report

Administrative Assessment is an ongoing process whereby units evaluate and improve services and unit operations over time. This annual cycle allows units to document assessment plans, set and track progress toward goals, and evaluate the impact of changes they've made.

Report Year

2024-2025

Divisions

Academic Affairs

Vice President

Maggie Madden

Reporting Unit

Academic Affairs—Institutional Effectiveness

Subunit

Assessment

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No

Package Name

Assessment

Office Mission Statement and Goals: Please enter the mission statement of the office, which serves as the foundation of an assessment plan. Also identify the goals that are derived from the mission statement and describe the primary functions, services, and activities of the office.

Project 1

Please answer the questions that are related to your office below with one particular project in mind. (This is a project focusing on a sub-goal within a larger office goal.) You can report on additional projects by clicking on the button "Add Project" to generate additional fields. Repeat this as often as necessary to report on all the projects you wish.

Office goal which this project supports: Enter the office goal that this project supports. It is very likely that the project you are reporting on addresses a portion of the office goal rather than the whole goal, and this is to be expected.

Project objective: Briefly describe the rationale of the project and how this project helps to achieve the selected office goal.

Is this a multi-year project?

Project description: Briefly describe the project plan and timeline. What measures or benchmarks are being used to evaluate progress? What evidence and data are collected? By whom, how, and how often? What is the endpoint of this project? What does successful completion of this project look like? (If this is a multi-year project, authors may choose to focus only on the progress since the last report.)

Results to date: Present a summary of the most important themes of the data. Place the results in context with your stated benchmarks. (If this project is measuring the success of a previous change made as a result of assessment data, please note that.)

Interpretation: Please describe what these data mean to you, what do they tell you about the project's progress? Have you encountered challenges that influenced progress? How have/will you overcome them? Did you select right benchmarks or metrics?

Applying this knowledge: How do your findings impact your operational plans going forward? What adjustments will you make either to this project or the work of the office in the upcoming year? What differences do you expect to see as a result of these changes? How will you know if the changes are successful?

Add Project	Remove Project