**Unit/Department Institutional Effectiveness Annual Report**

(Submit by e-mail to VP for unit and to Institutional Research & Assessment Office by third Friday of October each year.)

Unit/Department Name:Click or tap here to enter text.

Person Filling Out Form: Click or tap here to enter text.

Date Submitted: Click or tap here to enter text.

**Part I. Unit/Department Operational Outcomes. All institutional units/departments should list operational outcomes. Each unit/department should have 4-6 operational outcomes tied to the university strategic plan. All of them should be assessed each year as to completion and/or progress made.**

Department/Unit Mission: Click or tap here to enter text.

Department/Unit Operational Outcomes:

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| Operational Outcome | Assessment Measure(s) & Criteria | Results | Plan of Action | Budget Implications |
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**Part II. Student Learning Outcomes. (To be completed by all academic departments and programs and only those administrative departments and programs where student learning outcomes are applicable.) Academic Departments must have student learning outcomes listed for each academic program within the department. Each program should have 4-6 student learning outcomes with at least two of the outcomes assessed each year. Each outcome must have at least one direct measure for its assessment and may have additional assessment measures that are direct or indirect.**

Name of Program or Department: Click or tap here to enter text.

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| Program Student Learning Outcomes | Assessment Measure(s) & Criteria | Results | Plan of Action |
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Name of Program or Department: Click or tap here to enter text.

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| Program Student Learning Outcomes | Assessment Measure(s) & Criteria | Results | Plan of Action |
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Name of Program or Department: Click or tap here to enter text.

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| Program Student Learning Outcomes | Assessment Measure(s) & Criteria | Results | Action Plan |
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**Part III. (Optional) Narrative Report. Provide a narrative description (no more than 5 pages) that describes the work of this department or unit in connection with the strategic plan for the unit and for the university. If applicable, provide information on the curriculum, faculty, students, staff, physical facilities, and the external environment. Provide a brief summary identifying the unit’s overall strengths and weaknesses. Identify how the unit contributes to achieving the overall mission of the university and the specific unit. This section may be used to highlight in more depth the budgetary implications of the Action Plans outlined earlier in the report.**