**Assessment Report**

**[Enter Unit Name and Department Name]**

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| --- | --- |
|  **Coordinator:** |  |
| **E-mail:** |  |
| **Phone:** |  |

**PART ONE: SETTING UP YOUR 2022-23 ASSESSMENT PLAN**

**WKU Strategic Plan Goals** (see [Climbing to Greater Heights, 2018-2028](https://www.wku.edu/strategicplan/))

**Unit Mission (e.g., if your Department is within Academic Affairs (AA) or Strategy Operations & Finance (SOF) or Philanthropy & Alumni Engagement (PAE), or the President’s Office (PO), then this would be the AA or SOF mission statement):**

**Unit Guiding Principles (again, AA, SOF, PAE, PO, etc.) if available:**

**Department Mission Statement (if your department is the same as your Unit then this is not needed but for example Philanthropy may have a different mission from Alumni Engagement):**

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| --- | --- | --- | --- | --- | --- | --- |
| **Dept Goal #****2022-23** | **Department Goal Description***Need ≥ 2 outcomes per goal* | **Outcome***Describe the intended result – should be specific and measurable.*  | **Supported Initiative1***Put in Goal(s) from WKU SP*  | **Action Plan***Add statement of AP and then steps to complete* | **Assessment Method***How will the outcome be measured? Directly or indirectly? [Can have multiple measures]* | **Target***What is your desired endpoint for success?* |
| **1** |  |  |  |  |  |  |
| **1** | *Ditto* |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **2** | *Ditto* |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **3** | *Ditto* |  |  |  |  |  |

1In Weave, initiatives in addition to the WKU SP are as follows: Standards, General Education (Colonnade Standards), and Institutional Priorities. Under Strategic Initiatives, you have the choice of CAS Standards or WKU SP. When WKU SP is selected, a drop down for each of the goals with Our Students, Our Hill, and Our Community & Beyond are provided. You can select one or more of these goals for your outcome. In the table above, list at least one WKU SP goal addressed by the outcome.

The order of the columns parallels the order as you go down the page in Weave.

Add rows as needed

**PART TWO: REPORTING**

During the month of May 2023, you will report on 2022-23 assessment plan. You have established at least one goal with at least two outcomes, each with at least one supportive initiative (i.e., a goal in the WKU Strategic Plan), a target that you are trying to reach, and at least one measure to determine how close you were to reaching (or exceeding) your target. You had to initiate one or more steps to achieve this outcome (your Action Plan, whether you entered this into WEAVE in advance or not).

In Weave, you will complete two sections: “Findings” (rather short character limit), and “Analysis & Plans for Improvement” (5000-character limit): if you want to write more, then summarize here and upload a document with more details).

Your report will include text that describes the steps you took to reach your goal, what you measured, your evaluation of the appropriateness of this measure(s), and whether you reached your target. You also may include summarized descriptive data in table or figure form with or without statistical analyses. You should have some quantitative component of your assessment. You also will likely have a qualitative aspect. If you reached your target, then you should address what worked and why you think it worked. If you did not reach your target, please address why you did not and what you could do to improve. For example, you might need to alter your action plan in its elements or timing, or you may not be measuring what you need to measure to assess your goal, or your target may have been inappropriate (too low, too high). If an Outcome has been completed but the goal is still active, then you can either end the outcome (and potentially the goal if all your outcomes for this goal were reached), or indicate how you will modify elements of the outcome (e.g., move the target).

Each outcome for a goal in your assessment plan was associated with one or more of the WKU Strategic Plan goals. Please consider if you feel your outcome did align with the goal(s) and if appropriate, remark on how you think your progress this year furthered the associated WKU SP goal(s).

Please remember that this process is about your unit, what you are trying to achieve, and how you can get better. The report does not have a length minimum or maximum, but rather, you should address your outcomes using the data that you collected over the year to evaluate your progress.

When you are done providing input, please change your status from In Progress to Internal Review. Thank you.

**PART THREE: 2023-24 ASSESSMENT PLAN**

After completing your 2022-23 report, you will establish your 2023-24 Goals, Outcomes, Supported Initiatives, Action Plan, Target, and Measures. Here are your options (they are not mutually exclusive):

1. Continue a previously established goal from 2022-23
	1. Continue the Outcome(s) with potential modifications to Supported Initiatives, Action Plan, Target, and/or Measures (SI, AP, T, & M)
	2. Develop one or more new Outcomes with associated SI, AP, T, & M in addition to or in replace of current Outcomes
2. Establish one or more new Goals with at least two Outcomes per Goal and the associated SI, AP, T, & M per Outcome.

Please complete your 2023-24 Assessment Plan by the end of July 2023.

*Please reach out to Bruce Schulte, April Murphy, or Beth Laves if you have any questions about this process.*