

Annual Assessment/Institutional Effectiveness Plan for Administrative Offices

DEADLINE: *Discussed end of fiscal year, June 30*

Year		Department	
Division		Primary Contact	

EXECUTIVE SUMMARY

GOALS (How project(s) connect with Strategic Plan, Division Goals, Department Goals, and/or Goals for Student Learning and Development)

DESCRIPTION OF THE PROJECT

SUMMARY

COMMUNICATION OF RESULTS (How are results being communicated both internally and to key stakeholders?)

ACTION STEPS (What action steps arise as result of assessment)

FUTURE ASSESSMENTS

Note: Academic Departments and Student Affairs have their own templates.