

**ADMINISTRATIVE ASSESSMENT REPORTING FORM**

**DOCUMENTATION OF ASSESSMENT ACTIVITY**

**FOR ADMINISTRATIVE AND STUDENT SUPPORT UNITS**

This form is used for reporting on assessment activities. It should be used in conjunction with the office's Administrative Assessment Plan, which documents the mission, goals and objectives of the unit. Assessment activities should be designed to assess progress towards one or more of the unit’s goals and informed by "Assessment Questions", which are answered with evidence via data gathering and analysis. An assessment is completed when an office uses the assessment findings to inform and document decisions that will lead to improvements in operations and/or the student experience.

Before beginning an assessment activity, consider the following:

(1) What questions are you trying to answer?

(2) What data will help you answer these questions?

(3) Which unit goals will you be assessing progress towards in answering these questions?

(4) What is the strategy for the assessment activity in terms of concrete steps?

**This document is a template – do NOT edit it.** Rather, please save a copy of this document to your files (click ‘File’ and then ‘Save as’) and name the copy to include your department’s name *(e.g., ITS Assessment Plan).* Share the document with your staff to facilitate collaborative editing. Once the document is completed and finalized, save a PDF copy and [**upload the PDF to the QC Assessment Repository**](https://forms.office.com/Pages/ResponsePage.aspx?id=s_BgbwZfCU6XFZiduozH2PoMVjEAIdJHlhQmNuhJQ0dUNkZOT1pRWDVNR1k1TUNZTEg4U0FGRlpGVCQlQCN0PWcu)**.**

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| --- | --- |
| Administrative Division |  |
| Dept Name |  |
| Academic Year |  |
| Assessment Liaison |  |
| Title/Position |  |
| Email Address | **@qc.cuny.edu** |

**1. Which goal(s) and objective(s) were addressed, and what were the outcomes?**

Thinking on the work has the unit done over the past academic year, document the outcomes of this work using the data and measures identified in your Assessment Plan to cite where things stand as of right now.

**GOAL** (ex: “Goal 1. …”)

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**OBJECTIVES and OUTCOMES** (ex: “Objectives 1.a. ..., 1.b. …”)

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| --- | --- | --- |
| **OBJECTIVE** | **MET?** | **OUTCOME/RESULT** |
|  |  |  |
|  |  |  |
|  |  |  |
| 1.
 |  |   |
| 1.
 |  |  |

**1. Goals, objectives and outcomes (continued)**

**GOAL** (ex: “Goal 2. …”)

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**OBJECTIVES and OUTCOMES** (ex: “Objectives 2.a. ..., 2.b. …”)

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| --- | --- | --- |
| **OBJECTIVE** | **MET?** | **OUTCOME/RESULT** |
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| 1.
 |  |   |
| 1.
 |  |  |

**1. Goals, objectives and outcomes (continued)**

**GOAL** (ex: “Goal 3. …”)

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**OBJECTIVES and OUTCOMES** (ex: “Objectives 3.a. ..., 3.b. …”)

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| **OBJECTIVE** | **MET?** | **OUTCOME/RESULT** |
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|  |  |  |
|  |  |  |
| 1.
 |  |   |
| 1.
 |  |  |

**1. Goals, objectives and outcomes (continued)**

**GOAL** (ex: “Goal 4. …”)

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**OBJECTIVES and OUTCOMES** (ex: “Objectives 4.a. ..., 4.b. …”)

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| **OBJECTIVE** | **MET?** | **OUTCOME/RESULT** |
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| 1.
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| 1.
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**2. Please describe the assessment activities and projects from this period.**

What questions did these assessments answer?

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**3. What data and measures (qualitative / quantitative) did you use?**

Provide links to external documents.

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**4. What are the findings for each office goal included in this activity?**

Provide links to external documents.

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**5. With whom were the findings discussed and what decisions / planned actions**

 **will the unit take because of the results (the evidence)?**

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**6. Were your assessment questions sufficiently answered?**

Did you learn what you had hoped to learn from this period’s assessment activities/projects?

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**7. What should future assessment activities review or address?**

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**Submitted by (unit leader):**

Name

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Title

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|  |

Submission Date

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