(1) Complete division/department and contact info in the header.

(2) Select date.

(3) Provide unit mission statement.

(4) Indicate main functional areas of responsibility, and identify assessment.

(5) Identify assessment team members and describe the review process.

(6) List administrative outcomes with a measure and target.*

(7) Indicate whether target was “met” or “not met”.

(8) Provide an analysis of the results.

(9) Note related institutional goal(s) related to the outcome.

(10) Describe any action or budgetary implications based on results.

(11) Attach any appropriate appendices.

*To add more lines under Outcomes, simply highlight the row(s) to duplicate, copy, and insert under the last row. To delete unused rows, highlight the rows to delete, right-click, and select option to delete rows.