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**Office of Assessment and Accreditation**

**2018-2019 Annual Administrative Unit Assessment Report Template**

**PART I – DUE December 15, 2018**

**(Insert Unit Name Here)**

Mission Statement: (*Write your mission statement here*)

Vision Statement: (*Write your vision statement here*)

**Goals and Objectives**

1. 2013-2020 Strategic Plan Goal: Insert your division’s 1st goal from the Strategic Plan here
	1. Objective A.1 - Write your first objective here (select the appropriate ACTION ITEMS or TIMELINE ITEMS as indicated with RED in the 2013-2020 Kean University strategic plan. These items will represent your unit objective. If there are not objectives that are your units’ primary responsibility to achieve, you may create your own unit level objectives as long as they contribute to institutional effectiveness.)
		1. *Responsible Individual:* Who in your unit will be responsible for overseeing the achievement of this objective and who will work on this person’s team?
		2. *Measures:* Description of the measure(s) you will use to monitor your progress throughout the year. If it is not amenable to quantitative measurement, explain how progress will be measured. If you will need support from the OAA or others to collect the necessary data, explain the support you will need here.
		3. *Timeline with milestones:* What do you expect to achieve by when throughout the year? What level on your measure(s) do you expect to achieve on these milestone date(s)?
		4. *Implementation plan for this objective:* Description of the process you will use to achieve this objective.

**PART II – DUE June 30, 2018**

* + 1. *Data Results:* Provide the data results for the measurements documented above.
		2. *Action Taken based on Data Collected:* Provide a description of what will transpire in the upcoming assessment cycle based on the data results that were collected.
		3. *Professional Development Needs:* Outline staff development needs including detailed supporting data, rationale and associated cost.
		4. *Budget Request Line Items:* Complete table below describing each resource request in detail

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| --- | --- | --- | --- | --- | --- | --- |
| ***Unit*** | ***Description of Resource******Request*** | ***Rationale******(indicate page#)*** | ***Quantity******Requested******(where applicable)*** | ***Unit Cost******(where relevant)*** | ***Total Cost*** | ***Strategic Plan Goal*** |
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* 1. Objective A.2 (if applicable) then repeat steps a-h
1. 2013-2020 Strategic Plan Goal: Insert your division’s 2nd goal from the Strategic Plan here if applicable
	1. Objective B.1 (repeat a-h)
2. 2013-2020 Strategic Plan Goal: Insert your division’s 3rd (if applicable) goal from the Strategic Plan here if applicable
	1. Objective C.1 (repeat a-h)
3. 2013-2020 Strategic Plan Goal: Insert your division’s 4th (if applicable) goal from the Strategic Plan here if applicable
	1. Objective D.1 (repeat a-h)