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**Division of XXXX**

**Department of *XXXX***

***YYYY* Annual Assessment Report**

**Submitted to**

***Name:***

***Title:***

**by**

***Name:***

***Title:***

***MM/DD/YYYY***

**EXECUTIVE SUMMARY**

***(This should be an introduction to your report)***

|  |  |
| --- | --- |
| **Name** |  |
| **Division** |  |
| **Department** |  |
| **Fiscal Year** |  |

***(SAMPLE)***

The mission of ….

This annual report is …

***Of the following priorities, only include those that your office supports- You may delete the others***

**Priority 1**

**Review and restructure academic programs and budgets**

***Impact Achieved***

***Challenges Faced for Achieving Impact***

***Action Plan, Including Options to Address Challenges***

**Priority 2**

**Accelerate the integration of technology throughout the institution**

***Impact Achieved***

***Challenges Faced for Achieving Impact***

***Action Plan, Including Options to Address Challenges***

**Priority 3**

**Improve management and increase the size of JSU’s available resources**

***Impact Achieved***

***Challenges Faced for Achieving Impact***

***Action Plan, Including Options to Address Challenges***

**Priority 4**

**Enhance the image of JSU**

***Impact Achieved***

***Challenges Faced for Achieving Impact***

***Action Plan, Including Options to Address Challenges***

**Priority 5**

**Create a model learning and working environment for the entire JSU Family**

***Impact Achieved***

***Challenges Faced for Achieving Impact***

***Action Plan, Including Options to Address Challenges***

**OPERATIONAL GOALS and OBJECTIVES for FYXX**

***(Add or delete goals and/or objectives as necessary. Goals should be consistent throughout the report)***

***Goal #1***

**Objective 1**

**Objective 2**

**Objective 3**

***Goal #2***

**Objective 1**

**Objective 2**

**Objective 3**

***Goal #3***

**Objective 1**

**Objective 2**

**Objective 3**

***Goal #4***

**Objective 1**

**Objective 2**

**Objective 3**

***Goal #5***

**Objective 1**

**Objective 2**

**Objective 3**

**MEANS of ASSESSMENT**

***(State the “means of assessment” for each “Operational Goal”. The means of assessment answers: “How will the assessment of this goal be accomplished?” It includes, but is not limited to surveys, pre-tests, post-tests, focus groups, efficiency measures, progress reports etc.)***

***Goal #1***

***Goal #2***

***Goal #3***

***Goal #4***

***Goal #5***

**CRITERIA for SUCCESS**

***(State the “criteria for success” for each “Operational Goal”. The criteria for success is the benchmark that the department sets and against which the program’s performance is judged. These criteria are measurable.)***

***Goal #1***

***Goal #2***

***Goal #3***

***Goal #4***

***Goal #5***

**RESULTS**

***(Provide details/specific results relative to the “Operational goals”.)***

***Goal #1***

***Goal #2***

***Goal #3***

***Goal #4***

***Goal #5***

**PLANS for USE of EVALUATION RESULTS**

**TO IMPROVE SERVICES**

***Goal #1***

***Goal #2***

***Goal #3***

***Goal #4***

***Goal #5***

**MAJOR DIFFICULTIES**

***(Provide any difficulties in accomplishing each goal. If none, state “none”.)***

***Goal #1***

***Goal #2***

***Goal #3***

***Goal #4***

***Goal #5***

**OPERATIONAL GOALS and OBJECTIVES for FYXX**

**Goal #1:**

**Goal #2:**

**Goal #3:**

**Goal #4:**

**Goal #5:**

**Goal #6:**