

## Administrative Assessment Annual Summary Form FAQs

### How many goals does each unit need to report on annually?

Units should report on at least one-third of the goals listed on their [current assessment plan](#). Most units have three goals and therefore will need to report on at least one each year. Units with more than three goals will want to make sure they report on each of their goals at least once during the [three-year reporting period](#) that exists between the assessment plan submission and the final report due at the end of the cycle.

2022 – 2026 Administrative Assessment Cycle Due Dates				
December 1, 2022	August 1, 2023	August 1, 2024	August 1, 2025	August 1, 2026
Assessment Plans Due	Assessment Summary Form Due (1/3 of Goals)	Assessment Summary Form Due (1/3 of Goals)	Assessment Summary Form Due (1/3 of Goals)	Final Comprehensive Report Due (All Goals)
✓ Completed	✓ Completed	<b><u>Due this year</u></b>	Not yet due	Not yet due

### What if our unit has not yet completed the goal?

Goals speak to the long term, somewhat broad priorities of the unit. As such, it is common for a goal not to be met or completed at the time of a summary report submission. The summary form is better viewed as an opportunity to speak to the progress made toward a goal. Reporting out on specific actions taken toward desired objectives and outcomes for the unit along with what was learned from those actions, and any resulting impact will better provide insight as to how the unit is progressing toward the goal.

### Is our unit required to report on a specific goal such as the first one listed on the plan?

No, as long as you have not already reported on the goal in a previous summary form, units may select any goal(s) they are going to report on in their annual summary form as long as progress has been made. Units should be prepared to report out on any goals not selected, on subsequent summary form submissions.

### Why do I need to copy/paste my goal and related outcomes, targets, and measures? Don't you already have this information from our previously submitted plans?

While it may seem redundant to copy and paste information from a previously submitted form to another form, it is needed for a very important reason. These forms are often reviewed by stakeholders outside your unit as well as outside reviewers such as those from an accreditation agency such as Middle States. As such, it is important for each of these forms to be able to stand on their own and provide all the needed information and context. Without sophisticated assessment software, these copy/paste steps are crucial to making these forms useful.

**Will the Annual Summary Forms go through a review process? If so, what will that entail?**

Yes, the summary forms will go through a multi-level review process. First, unit leaders should review their form(s) with their supervisor. Once the supervisor approves, they will submit the form to the Administrative Assessment Committee. The committee will be reviewing the forms to make sure they are completed in a comprehensive and useful manner.

**What will the Administrative Assessment Committee be looking for when reviewing the forms?**

The key to successfully completing the summary form is making sure that what you submit describes activity that has happened relating to your goals and objectives, what you have learned from that activity, and how that activity and information has impacted your unit moving forward. Some key items that should be included in your form are as follows.

- Tangible examples of actions, results, etc.
- Identification of both challenges and successes
- Demonstrated utilization of data and information

**Our unit has made great progress toward multiple goals, can we report out on more than one-third of the goals listed on our assessment plan?**

Yes, absolutely! These reports serve multiple purposes. They are a great way to communicate to the broader campus community some of the assessment-based activity that has been taking place in your unit. These forms will also be of great benefit at the end of the assessment cycle when you will need to complete a comprehensive report on your assessment plan and activity. The more information shared and documented along the way, the easier your final report process will be. Reporting on additional goals can be done using the optional third page of the form.

**I am new to my position and/or our unit, how can I report progress for goals and objectives that I did not help set and for a time I was not present in the unit?**

If you find yourself in this position, it is important to keep a few things in mind. First and foremost, remember that assessment planning and reporting is not an individual task. Involve other colleagues and staff members from the unit as they will likely be able to provide some key information. Also, be sure to check with your immediate supervisor as they would have been involved with the initial plan approval process and may be able to provide additional context or information. Lastly, be sure to look for any documentation, reports, and data that may have been left by a previous individual in your position.

**I would prefer not to use the provided template and instead use an alternate format, is that okay?**

Annual Summary Forms must be submitted using the provided [template](#). While the main goal of assessment activities is continuous improvement, the process and related forms also serve as critical evidence for accreditation purposes. As such, consistency in what information is submitted, the way it is submitted, and how it is evaluated is of the utmost importance.