

Program Assessment Report
[Date]

**[Enter Assessment Cycle Here (i.e. AY or FY-2004-2005, or “2004” if you use a
calendar year cycle...)]**

[Department/Unit Name]

Submitted by:
[Director or Assessment Liaison]

The following programs or services were identified for assessment in this assessment cycle:

- [Program/Service 1]
- [Program/Service 2]
- [Program/Service 3]
- etc...

Below, please find a review of assessments carried out for each of these programs or services.

[Program/Service 1]

Our objective for [this program or service] is to [brief description of program/service objective].

In assessing [this program/service] we sought to determine [what you were looking for in your assessment].

To do this we [description of method(s) or instrument(s) used to carry out assessment].

In conducting [this assessment] we found [summary of key findings].

[Narrative describing whether your findings were expected or unexpected and in keeping with your goals/objectives or not—basically the significance of what you found—tie clearly to unit AND division level goals and guiding documents as much as possible and wherever appropriate].

Next year we expect to [describe whether this assessment will be repeated or modified based on what you found this year]

[Program/Service 2]

Our objective for [this program or service] is to [brief description of program/service objective].

In assessing [this program/service] we sought to determine [what you were looking for in your assessment].

To do this we [description of method(s) or instrument(s) used to carry out assessment].

In conducting [this assessment] we found [summary of key findings].

[Narrative describing whether your findings were expected or unexpected and in keeping with your goals/objectives or not—basically the significance of what you found—tie clearly to unit AND division level goals and guiding documents as much as possible and wherever appropriate].

Next year we expect to [describe whether this assessment will be repeated or modified based on what you found this year]

[Program/Service 3]

Our objective for [this program or service] is to [brief description of program/service objective].

In assessing [this program/service] we sought to determine [what you were looking for in your assessment].

To do this we [description of method(s) or instrument(s) used to carry out assessment].

In conducting [this assessment] we found [summary of key findings].

[Narrative describing whether your findings were expected or unexpected and in keeping with your goals/objectives or not—basically the significance of what you found—tie clearly to unit AND division level goals and guiding documents as much as possible and wherever appropriate].

Next year we expect to [describe whether this assessment will be repeated or modified based on what you found this year]

[Repeat above format for each Program/Service...]

Collaborative Efforts

Current/Ongoing

[Describe and/or itemize areas in which you worked collaboratively with other programs or units to assess questions of mutual concern. Identify any division-level assessment efforts your unit participated in and how the findings related to or impacted your unit]

Future/Desired

[List/describe questions or areas that you think would be best served by collaborative assessment efforts either with other units, or at the division level. Explain why this question(s) is/are best served by a collaborative approach. List efforts underway to make such a collaboration happen and support or assistance needed as you proceed.]

Summary and Goals for this assessment cycle

[Brief summary of key findings for this assessment cycle]

Some of the programs or services that we had hoped to assess this year, but were unable to include: [list any such programs and briefly explain why assessments didn't or couldn't happen]

For next year we intend to [summarize descriptions above of areas targeted for re-assessment or follow-up next year, and indicate any other areas you intend to add to your assessment project]

We will be setting our goals and objectives for these assessments by [date] and [indicate any support or assistance you want or need from me in this process]

We see these assessment efforts as speaking directly to [list unit and/or division level goals, vision, or objectives] by [describe how/why...]

[Closing comments—anything else you want to highlight, ask, or let me know about your assessment program]