

Program Assessment Report

[Department/Unit Name]

[Date]

Prepared by:

[Name]

[Title]

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]

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.]