**Administrative Units**

**Annual Assessment Template**

**General Information**

Unit Name:

Unit Mission:

Assessment Contact:

**Enduring Goals and Objectives**

Notes:

* Add and subtract the number of goals and objectives as needed.
* Information on goals, objectives, and assessment methods should be completed at the beginning of the academic year as part of an annual planning process. Results and improvement plans should be completed at the end of the academic year.

**Enduring Goal 1:**

Objective 1

Objective Statement:

Action Items and Milestones

Achievement Target:

Assessment Method:

Individual Responsible for Assessment:

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Results Discussion and Analysis:

Was the achievement target met? (Select met, partially met, or not met)

Future Improvements:

Objective 2

Objective Statement:

Action Items and Milestones

Achievement Target:

Assessment Method:

Individual Responsible for Assessment:

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Results Discussion and Analysis:

Was the achievement target met? (Select met, partially met, or not met)

Future Improvements:

**Enduring Goal 2:**

Objective 1

Objective Statement:

Action Items and Milestones

Achievement Target:

Assessment Method:

Individual Responsible for Assessment:

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Results Discussion and Analysis:

Was the achievement target met? (Select met, partially met, or not met)

Future Improvements:

Objective 2

Objective Statement:

Action Items and Milestones

Achievement Target:

Assessment Method:

Individual Responsible for Assessment:

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Results Discussion and Analysis:

Was the achievement target met? (Select met, partially met, or not met)

Future Improvements:

**Enduring Goal 3:**

Objective 1

Objective Statement:

Action Items and Milestones

Achievement Target:

Assessment Method:

Individual Responsible for Assessment:

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Results Discussion and Analysis:

Was the achievement target met? (Select met, partially met, or not met)

Future Improvements:

Objective 2

Objective Statement:

Action Items and Milestones

Achievement Target:

Assessment Method:

Individual Responsible for Assessment:

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Results Discussion and Analysis:

Was the achievement target met? (Select met, partially met, or not met)

Future Improvements:

**Enduring Goal 4:**

Objective 1

Objective Statement:

Action Items and Milestones

Achievement Target:

Assessment Method:

Individual Responsible for Assessment:

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Results Discussion and Analysis:

Was the achievement target met? (Select met, partially met, or not met)

Future Improvements: