

## **Annual Report Template**

As the Student Affairs Division frames assessment around the assessment pyramid, this section will also be framed around that model.

### **Educational Goals**

- What were the core student learning outcomes that you examined?
- What methods did you use to examine these outcomes?
- How do these outcomes relate to the core theme objectives ([Engagement, Support, Inquiry, Education, Culture](#))?
- What did you find through your examination of core theme objectives and educational goals (e.g., trends, needs, ideas for future programming, areas of improvement, areas of accomplishment)?
- Do you plan to use this information to improve your programs and services? If yes, how?

### **Program Goals**

- What were the core program and/or service oriented outcomes that you examined?
- How did these outcomes relate to the core theme objectives ([Engagement, Support, Inquiry, Education, Culture](#))?
- What methods did you use to examine these outcomes?
- What did you find through your examination of program goals?
- Do you plan to use this information to improve your programs and services? If yes, how?

### **Cohort Information**

- How do the students who use your services compare with those students who do not use your services? Reflect on performance indicators (e.g., retention, graduation).
- Do you plan to use this information to improve your programs and services? If yes, how?

### **Student Needs & Satisfaction**

- How did you assess student satisfaction and/or needs with your programs and services?
- What did you find through the use of these instruments?
- Do you plan to use this information to improve your programs and services? If yes, how?

### **Basic Student Information**

- How many students used your services last year?
- How did you track student usage of services and interactions?
- What were the student usage patterns for your department?
- Who were the students using your services (e.g., demographic information)?
- What did you find through this information (e.g., trends, needs, ideas for future programming, areas of improvement, areas of accomplishment)?
- Do you plan to use this information to improve your programs and services? If yes, how?

**Student/Staff Accomplishments**

- Large Events and/or Celebrations of Significance
- Publications, Presentations, Recognition