# Administrative Annual Unit Assessment Report Template University of New Mexico

**Note: Please delete this and any other explanatory page(s) before submitting the report.**

**Introduction:** The following template provides the guidelines for annually reporting on the assessment of student learning and/or administrative unit outcomes for academic and non- academic administrative units at UNM.

All administrative units should have an assessment plan that: 1) reflects the six steps of a continuous assessment cycle (refer to the [“6 Steps of an Assessment Cycle”](http://assessment.unm.edu/reports/academic-programs.html) diagram for guidance) and 2) includes a mission statement, at least one unit goal, three student learning and/or administrative unit outcomes (SLO/AUOs), and at least three key unit assessment measures (two indirect and one direct measures).

**NOTE:** Every SLO/AUO does not need to be assessed every year unless specified otherwise. However, for assessment plans that span two- or three- year assessment periods, each SLO/AUO must be assessed at least once.

The template is divided into two parts. Part I

The first part serves as the cover page. Please provide all of the requested information. Part II

The second part of the template asks for information on the unit’s assessed goal(s), student learning/administrative unit outcomes, assessment methods/measures, assessment results and analysis, and the unit’s recommendations or action plan for improvement(s) and/or change(s).

**NOTE:** Please delete this page as well as the explanatory pages for the Report Body. In addition to completing the body of the report, please include the requested information in each Appendix at the end.

Administrative Unit Assessment Report The University of New Mexico

*Part I: Cover Page*

**Name of Division/Department and/or associated College/School/Branch**

(e.g., Business Services – Los Alamos)

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| --- |
| **Mark (“x”) below for the type AND academic support category(s) that best reflect this unit.**  |
| Type:  | Category: |
| Academic \_\_\_\_Nonacademic \_\_\_\_ | Co-curricular \_\_\_\_ Student Development \_\_\_\_ Neither\_\_\_\_ Not Applicable (nonacademic ONLY)\_\_\_\_ |

Name of unit(s):

Academic year/Assessment period: Submitted by (include email address):

Date submitted to College Assessment Review Committee (CARC) or Divisional/Departmental Leader/Supervisor/Assessment Committee for review and feedback:

Date reviewed by CARC or the equivalent:

State whether ALL of the unit’s student learning/administrative outcomes (SLO/AUOs) are assessed over one, two OR three years:

If the unit’s SLO/AUOs are targeted/assessed/measured over two or three years, please state whether this assessment report is a documentation of the first, second OR third year of your assessment process:

Describe the improvement(s)/change(s) that were implemented by the unit(s) during this reporting period in response to the previous period’s assessment results. Please include evidence of implemented changes in an appendix:

This page explains what should go in each column of the table for the Report Body. Please complete your reporting on the subsequent pages and delete these explanatory pages (p. 3) before submitting the report. You should complete all of the columns in the table in Part II for each of the goal(s) and associated SLO/AUOs that were assessed during the previous academic year/assessment period. Therefore, if you assessed two goals, each with three SLO/AUOs, then you would copy and paste each goal and then copy and paste the table (on p. 4) three times—one for each goal. Each table should be completed with the information for the three SLOs/AUOs associated with the goals. It is okay if there is some overlap between the tables.

**GOAL:** List the unit goal to which the following SLO/AUO being assessed is connected to. Please include the whole text here instead of just listing a number.

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| **SLO/AUO** | **UNM Goals K/S/R** | **UNM 2020****Goal 1-7** | **Description of Assessment Method(s)/Measure(s)** | **Performance Benchmark** | **Assessed Population** | **Results Achieved** | **Analysis** | **Improvement(s)/Change(s)** |
| List the SLO/AUO being assessed in this section. It should align with the program goal in the first column. Paste the whole text here instead of just listing a number. | If applicable, mark the goal(s) that the SLO targets. (More than one can be selected for each SLO.) Knowledge (K) Skills (S) Responsibility (R) | If applicable, mark the goal(s) that the AUO targets. (More than one can be selected for each AUO.) Goal 1: Become a Destination University Goal 2: Prepare Lobos for Lifelong Success [Goal 3: Promote](http://strategy.unm.edu/promote-institutional-citizenship/index.html) [Institutional](http://strategy.unm.edu/promote-institutional-citizenship/index.html) [Citizenship and](http://strategy.unm.edu/promote-institutional-citizenship/index.html) [Inclusive Excellence](http://strategy.unm.edu/promote-institutional-citizenship/index.html)[Goal 4: Enhance](http://strategy.unm.edu/enhance-health-and-health-equity/index.html) [Health and Health](http://strategy.unm.edu/enhance-health-and-health-equity/index.html) [Equity](http://strategy.unm.edu/enhance-health-and-health-equity/index.html) [Goal 5: Advance](http://strategy.unm.edu/advance-discovery-and-innovation/index.html) [Discovery and](http://strategy.unm.edu/advance-discovery-and-innovation/index.html) [Innovation](http://strategy.unm.edu/advance-discovery-and-innovation/index.html)[Goal 6: Ensure](http://strategy.unm.edu/ensure-financial-integrity-and-strength/index.html) [Financial Integrity and](http://strategy.unm.edu/ensure-financial-integrity-and-strength/index.html) [Strength](http://strategy.unm.edu/ensure-financial-integrity-and-strength/index.html) [Goal 7: Advance](http://strategy.unm.edu/accelerate-and-accelerate-economic-development/index.html) [and Accelerate](http://strategy.unm.edu/accelerate-and-accelerate-economic-development/index.html) [Economic](http://strategy.unm.edu/accelerate-and-accelerate-economic-development/index.html) [Development](http://strategy.unm.edu/accelerate-and-accelerate-economic-development/index.html) | Provide a description of the assessment instrument(s) used to measure the aforementioned SLO/AUO. Please state the semester(s) the assessment instrument(s) was/were administered and if each is a direct or indirect assessment. Please include evidence of the assessment measure(s) in an appendix, such as a blank survey (e.g., indirect measure) and/or formal, standardized process tracking template (e.g., direct measure). | State the unit’s “criteria for success” or performance benchmark target for successfully meeting the SLO/AUO. | Describe the population, including the total number of students, faculty, staff, etc. and/or activities/seminars/programs that were assessed. | Discuss the collected assessment results including how the performance benchmark was met, met with concerns or not met. If applicable, include results in an appendix, such as an excel file. | Describe the process of analysis, including any staff/faculty/student discussion(s) that took place regarding the results. Describe the weaknesses and/or strengths in students, faculty, staff, etc. learning/performance and/or satisfaction based on the results. Please include evidence of the unit’s discussion in an appendix, such as minutes from a meeting. | Describe improvement(s) and change(s) that were implemented or will be implemented by the unit in order to address weaknesses and/or capitalize on strengths that were highlighted in the collected assessment results. |

**GOAL 1 or A:**

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| **SLO/AUO** | **UNM****Goals K/S/R** | **UNM 2020****Goal 1-7** | **Description of Assessment Method(s)/Measure(s)** | **Performance Benchmark** | **Assessed Population** | **Results Achieved** | **Analysis** | **Improvement(s)/Change(s)** |
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**\*Copy and paste/ insert this page and/or add rows to the table as needed.**

**GOAL 2 or B:**

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| **SLO/AUO** | **UNM****Goals K/S/R** | **UNM 2020****Goal 1-7** | **Description of Assessment Method(s)/Measure(s)** | **Performance Benchmark** | **Assessed Population** | **Results Achieved** | **Analysis** | **Improvement(s)/Change(s)** |
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# Appendices

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