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| Instructions for the Unit Assessment ReportCalendar Year 2025 *(Due January 15, 2026)* |
| **Rationale** |

The University of Southern Mississippi is committed to high standards in all aspects of the institution. Administrative units are critical to achieving the University’s mission and goals. To that end, it is important to know where we are, where we want to go, and what our plan is for getting there. We also need to celebrate our progress and identify where we can continue to grow. To document our progress and achievements, each administrative unit submits an annual assessment report. These reports are used internally for improvement and decision-making and to demonstrate compliance with [SACSCOC accreditation standards](https://sacscoc.org/app/uploads/2024/02/2024-POA-Resource-Manual.pdf).

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| Assessment Report Components |

The following sections are required for a complete assessment report:

1. **Direct Report Units**: Units that report to your unit. *Please do not abbreviate the names of units.*
	1. Example: The Office of Institutional Effectiveness and the Office of Institutional Research are direct report units to the Senior Associate Provost for Institutional Success.
	2. All direct report units should be represented in the report. For example, every direct report unit will have at least one outcome.
2. **Unit Description**: The role of the unit and direct report units. This can be a broad summary.
3. **Outcomes**: What outcomes/goals does the unit plan to achieve for the upcoming year? *If your unit is responsible for elements of the strategic plan, please include outcomes related to those elements.* Each unit should have a total of 3 – 5 outcomes, but units with several direct report units may choose to establish more than five outcomes. The unit’s outcomes should be aspirational but obtainable and relate to the unit’s primary functions. Outcomes should be measurable. The included outcomes may be administrative and/or student learning outcomes. Outcomes should be specific to your unit(s) rather than university wide.
	1. **Administrative Outcomes**: Outcomes which revolve around administrative functions such as efficiency and quality of services. Some units may only have administrative outcomes; these may include finance and procurement, facilities and physical plant, administrative services, development/advancement, research office, president’s office, etc.
	2. **Student Learning Outcomes (SLOs)**: In addition to administrative outcomes, units that have direct instructional responsibilities or provide specific co-curricular activities *may* have SLOs. These outcomes focus on student learning – what students should know or do after having contact with your unit. These outcomes are included in the total number of outcomes a unit may have.
		1. Example: When students [complete some activity/service the unit provides] they will [be able to do X].
		2. Units that *may* have SLOs include public safety, financial aid, library, tutoring, writing centers, residence life, student activities, dean of student’s office, student disability support centers, etc.
4. **Connection to Institutional Strategic Goals**: Consider the 2025-2029 Strategic Plan and Institutional Strategic Goals when developing outcomes. Select the most appropriate Institutional Strategic Goal that the outcome supports.
5. **Measures**: How will you measure each outcome? Each outcome should have one measure. The measure should be succinct and explain how the unit can meaningfully determine if expectations were met.
	1. Examples: Energy usage, response times, monetary targets, error rates, successful audits, etc.
	2. Additional data may be found on [the Office of Institutional Research’s website.](https://www.usm.edu/institutional-research/ir_home.php) For example, student exit survey data is available under “Faculty and Staff Data” (use SOAR/USM credentials to log-in). Student satisfaction with some services is indicated.
6. **Targets**: The target is included with the measure, and it states the goal the unit is trying to achieve.
	1. Example: All new staff orientation training will be completed within two weeks.
	2. Example: 85% of survey responders will select “Exceeds Expectations.”
	3. Example: 95% of help tickets will be responded to within 24 hours.
	4. Units that serve multiple populations should consider establishing targets for each population.
7. **Results**: The results of the measures. Include sample sizes.
	1. Example: 87% of students (61/70) gave our services a 4 out of 5 on service satisfaction.
8. **Target Achievement**: Did you meet your expected outcome/goal? Select “yes” or “no” for target achievement.
9. **Action Plans**: Formal, detailed plans for change/improvement.
	1. **Activity Timeline**: When the actions will occur. When the action plan will be complete.
10. **Reflection**: Answer the reflection questions as thoroughly as possible. Do not leave any questions unanswered. If the question is not applicable, write “N/A.”
11. **Report Submission**: Please email the completed assessment report to Claire Villarreal (Claire.Villarreal@usm.edu).

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| Resources |

If you have any questions regarding the assessment report, please contact Claire Villarreal (Claire.Villarreal@usm.edu) and Kathryn Lowery (Kathryn.Lowery@usm.edu). Additionally, [the Office of Institutional Effectiveness' website](https://www.usm.edu/institutional-effectiveness/index.php) contains resources regarding unit assessment and SACSCOC requirements.

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| **Tips** |

* Proof-read the report; check for grammatical errors, spelling errors, and typos.
* Be specific:
	+ Avoid vague words like “several, various, many, and few”.
	+ Provide context to an outside reader/reviewer.
	+ Do not abbreviate names of units, programs, etc.
* Additional data that may be applicable to your unit may be found on [the Office of Institutional Research's website](https://www.usm.edu/institutional-research/ir_home.php).

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| ***Thank you for your efforts and commitment to continuous improvement!*** |