Unit name: **Click here to enter Unit Name.**

Assessment Cycle: **Choose an item.**

A.Unit Mission

Click here to enter mission/purpose

B.1Essential Functions

Unit responsibilities:

1. **Responsibility #1** enter here
2. **Responsibility #2** enter here
3. **Responsibility #3** enter here
4. **Responsibility #4** enter here

B.2 ACHieVEMENT Indicators

How do you know whether you are effectively accomplishing your essential functions?

*Include at least one target that represents an acceptable level of accomplishment and, where possible, quality.*

1. **Responsibility #1**

Enter Achievement Indicator for Responsibility #1 here.

Enter Findings here at end of assessment cycle.

Enter Achievement Indicator for Responsibility #1 here.

Enter Findings here at end of assessment cycle.

Enter Achievement Indicator for Responsibility #1 here.

Enter Findings here at end of assessment cycle.

Enter Achievement Indicator for Responsibility #1 here.

Enter Findings here at end of assessment cycle.

1. **Responsibility #2**

Enter Achievement Indicator for Responsibility #2 here.

Enter Findings here at end of assessment cycle.

Enter Achievement Indicator for Responsibility #2 here.

Enter Findings here at end of assessment cycle.

Enter Achievement Indicator for Responsibility #2 here.

Enter Findings here at end of assessment cycle.

Enter Achievement Indicator for Responsibility #2 here.

Enter Findings here at end of assessment cycle.

1. **Responsibility #3**

Enter Achievement Indicator for Responsibility #3 here.

Enter Findings here at end of assessment cycle.

Enter Achievement Indicator for Responsibility #3 here.

Enter Findings here at end of assessment cycle.

Enter Achievement Indicator for Responsibility #3 here.

Enter Findings here at end of assessment cycle.

Enter Achievement Indicator for Responsibility #3 here.

Enter Findings here at end of assessment cycle.

1. **Responsibility #4**

Enter Achievement Indicator for Responsibility #4 here.

Enter Findings here at end of assessment cycle.

Enter Achievement Indicator for Responsibility #4 here.

Enter Findings here at end of assessment cycle.

Enter Achievement Indicator for Responsibility #4 here.

Enter Findings here at end of assessment cycle.

Enter Achievement Indicator for Responsibility #4 here.

Enter Findings here at end of assessment cycle.

C.1PLANNING

What goals will your unit set to support the Institution’s Strategic Goals? Include at least one target that represents an acceptable level of achievement. What will your unit do this year to address this goal?

1. **Support student success to foster retention, progression, and graduation**
   1. Enter a Unit Goal related to Institutional Goal #1.
   2. Enter a Measure of Effectiveness related to Institutional Goal #1.

Enter Findings here at end of Assessment Cycle

* 1. Enter a planned Annual Activity related to Institutional Goal #1.

**Was the annual activity implemented as intended?**

* 1. Answer this question at the end of Assessment Cycle

**Based on the data, what are the intentions related to this Unit Goal for next year?**

* 1. Answer this question at the end of Assessment Cycle

1. **Promote teaching, research, and creative excellence**
   1. Enter a Unit Goal related to Institutional Goal #1.
   2. Enter a Measure of Effectiveness related to Institutional Goal #1.

Enter Findings here at end of Assessment Cycle

* 1. Enter a planned Annual Activity related to Institutional Goal #1.

**Was the annual activity implemented as intended?**

* 1. Answer this question at the end of Assessment Cycle

**Based on the data, what are the intentions related to this Unit Goal for next year?**

* 1. Answer this question at the end of Assessment Cycle

1. **Strategically expand undergraduate and graduate enrollment**
   1. Enter a Unit Goal related to Institutional Goal #1.
   2. Enter a Measure of Effectiveness related to Institutional Goal #1.

Enter Findings here at end of Assessment Cycle

* 1. Enter a planned Annual Activity related to Institutional Goal #1.

**Was the annual activity implemented as intended?**

* 1. Answer this question at the end of Assessment Cycle

**Based on the data, what are the intentions related to this Unit Goal for next year?**

* 1. Answer this question at the end of Assessment Cycle

1. **Strengthen economic and community partnerships**
   1. Enter a Unit Goal related to Institutional Goal #1.
   2. Enter a Measure of Effectiveness related to Institutional Goal #1.

Enter Findings here at end of Assessment Cycle

* 1. Enter a planned Annual Activity related to Institutional Goal #1.

**Was the annual activity implemented as intended?**

* 1. Answer this question at the end of Assessment Cycle

**Based on the data, what are the intentions related to this Unit Goal for next year?**

* 1. Answer this question at the end of Assessment Cycle

1. **Invest in faculty and staff to maximize their potential**
   1. Enter a Unit Goal related to Institutional Goal #1.
   2. Enter a Measure of Effectiveness related to Institutional Goal #1.

Enter Findings here at end of Assessment Cycle

* 1. Enter a planned Annual Activity related to Institutional Goal #1.

**Was the annual activity implemented as intended?**

* 1. Answer this question at the end of Assessment Cycle

**Based on the data, what are the intentions related to this Unit Goal for next year?**

* 1. Answer this question at the end of Assessment Cycle

1. **Promote a culture of inclusiveness of people and ideas**
   1. Enter a Unit Goal related to Institutional Goal #1.
   2. Enter a Measure of Effectiveness related to Institutional Goal #1.

Enter Findings here at end of Assessment Cycle

* 1. Enter a planned Annual Activity related to Institutional Goal #1.

**Was the annual activity implemented as intended?**

* 1. Answer this question at the end of Assessment Cycle

**Based on the data, what are the intentions related to this Unit Goal for next year?**

* 1. Answer this question at the end of Assessment Cycle

1. **Enhance physical, technological, and financial infrastructure to support our mission, vision, and values**
   1. Enter a Unit Goal related to Institutional Goal #1.
   2. Enter a Measure of Effectiveness related to Institutional Goal #1.

Enter Findings here at end of Assessment Cycle

* 1. Enter a planned Annual Activity related to Institutional Goal #1.

**Was the annual activity implemented as intended?**

* 1. Answer this question at the end of Assessment Cycle

**Based on the data, what are the intentions related to this Unit Goal for next year?**

* 1. Answer this question at the end of Assessment Cycle

1. **Improve efficiency and effectiveness of institutional processes and systems**
   1. Enter a Unit Goal related to Institutional Goal #1.
   2. Enter a Measure of Effectiveness related to Institutional Goal #1.

Enter Findings here at end of Assessment Cycle

* 1. Enter a planned Annual Activity related to Institutional Goal #1.

**Was the annual activity implemented as intended?**

* 1. Answer this question at the end of Assessment Cycle

**Based on the data, what are the intentions related to this Unit Goal for next year?**

* 1. Answer this question at the end of Assessment Cycle

# *Section E to be completed at end of reporting cycle.*

D.1 FINDINGS

At the end of the reporting cycle, units are asked to report findings for targets in sections **B.2 & C.1. Please go back to these sections and enter findings in the content control boxes labeled “Enter Findings.”**

D.2REPORTING

At the end of the reporting cycle, units are asked to complete the following fields:

1. Unit Summary
   1. What specifically did your assessments show regarding proven strengths or progress?

**Enter answer here at end of assessment cycle.**

* 1. What specifically did your assessments show regarding any areas that will require continued attention?

**Enter answer here at end of assessment cycle.**

* 1. What action plans for improvement will be implemented?

**Enter answer here at end of assessment cycle.**

1. Closing the Loop
   1. What are the results of previously implemented action plans?

**Enter answer here at end of assessment cycle.**

1. Describe how the planning and evaluation process informs budgeting decisions.

**Enter answer here at end of assessment cycle.**

*(D.2 fields are subject to modifications as new SACS-COC documents are released.)*