

# Administrative Educational Support (AES) Unit Combined Annual Assessment Report East Central University

**IMPORTANT: To complete your assessment report activities, you will need to do all the following by end of day on the Last Working Day in July:**

- ☐ Complete assessment report using this template
- ☐ Submit completed report to Teams channel (repository)
- ☐ Copy/paste report sections into Weave blocks (goals alignment)
- ☐ Attach PDF of full report in Project Attachments at the bottom
- ☐ **Email the Assessment Coordinator if you need help with anything** [robbrrob@ecok.edu](mailto:robbrrob@ecok.edu)

## Assessment Report Requirements:

1. **Goals/Outcomes:** Use your assessment report to help you solve problems the regularly plague your unit. Realize that assessment can help you justify updating software or adding another person to your unit to improve service. You can have short-term goals that should be resolved in one year (e.g., creating a new position in the office), or long-term goals that you expect to take years to resolve (e.g., Colleague implementation)
2. **Data Collection:** At *minimum*, a Unit Assessment Report should identify 4 points of data to review annually. Select high quality data sources that provide valuable insight on your unit performance.
3. **Instruments:** *Depending on your unit, instruments can vary from student projects and grades, to Argos reports, to an excel file used to compile professional development or purchases.*
  - **Direct measures:** data file
  - **Indirect measure:** survey results
    - If your unit regularly interacts with the public, it is a good idea to add student satisfaction survey data to your report
4. **Standards:** A standard is the bar by which the minimum level of achievement is measured on a specific instrument.
  - For a service-oriented unit, consider standards above 90% for critical services.
  - Standards are interpreted literally so ensure that your standards have only one meaning. If you need help with this, contact the Assessment Coordinator.
5. **Data Table:**
  - Use this to report summary data collected using your instrument
  - Track long-term, *as needed*
    - 1-3+ years of data in the table
      - If your goals change each year, only one year of data, if you have goals that extend longer, track it up to 5 years
    - If you have *missing data*, enter ND in the table cell AND
      - Put a note under the table explaining why you have no data
  - Number of items or people assessed (n)
  - Averages or raw scores
6. **Data Driven Decisions:** All staff integral to the Unit will meet to discuss and analyze the data at the end of the academic year to determine what the collected data says about the unit's performance and how that information will translate into **Data Driven Decisions** for the coming year(s).
7. **File Name:** Use the following format to name this file before uploading:
  - Unit Name Asmt Report AY XXXX-XX
    - e.g., Records Office Asmt Report AY 2023-24
    - e.g., Testing and Accessibility Services Asmt Report AY 2023-2024

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**AES Unit Name:**

**Housed In:**

**Acad & Student Affairs**

**Admin & Finance**

**Enrollment Mgmt**

**Athletics**

**Academic Year Assessed:**

**East Central University Mission Statement:**

To prepare students for tomorrow's world through a dynamic & diverse learning experience.

**Unit Mission Statement:**

**GOAL 1: TITLE**

**Description:**

**Outcome 1.1: Title**

**Description:**

**Instrument/Measurement: Title**

**Description:**

**Standard**

**Population:**

**Standard Statement:** Any background information (if none, N/A)

**Standard:**

**Finding:** Data Table (*modify to fit your data reporting*)

Academic Year	N	Data Mean

NOTE: (explanation for NDs)

**Analysis:** A response is required for each question in the table.

Analysis Question	Analysis Response
1. Was your standard met or not met for the year?	
2. Whether met or not met, explain how your unit performed in relation to the standard (relate the data in the table to the standard).	
3. Discuss possible reasons why the unit performed as it did this year.	
4. Look at the long-term data trends and discuss those. Note if data seem to be increasing/decreasing with time and if so, reasons why.	Omit if only one year reported
5. Using your analysis responses, make specific data-driven decisions about your unit. If no actions or changes are needed, state that.	

# Administrative Educational Support (AES) Unit Combined Annual Assessment Report East Central University

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## Outcome 1.2: Title

### Instrument/Measurement: Title

Description:

### Standard

Population:

Standard Statement: Any background information (if none, N/A)

Standard:

Finding: Data Table (modify to fit your data reporting)

Academic Year	N	Data Mean
2024-2025		
2023-2024		
2022-2023		
2021-2022		
2020-2021		

NOTE: (explanation for NDs)

**Analysis:** A response is required for each question in the table.

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## **GOAL 2: TITLE**

Description:

### Outcome 2.1: Title

Description:

### Instrument/Measurement: Title

Description:

### Standard

Population:

Standard Statement Any background information (if none, N/A)

Standard:

# Administrative Educational Support (AES) Unit Combined Annual Assessment Report East Central University

**Finding:** Data Table (modify to fit your data reporting)

Academic Year	N	Data Mean
2024-2025		
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2021-2022		
2020-2021		

NOTE: (explanation for NDs)

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## Outcome 2.2: Title

**Description:**

## Instrument/Measurement: Title

**Description:**

## Standard

**Population:**

**Standard Statement:** Any background information (if none, N/A)

**Standard:**

**Finding:** Data Table (modify to fit your data reporting)

Academic Year	N	Data Mean
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NOTE: (explanation for NDs)

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## Administrative Educational Support (AES) Unit Combined Annual Assessment Report East Central University

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### **GOAL 3: TITLE**

**Description:**

#### **Outcome 3.1: Title**

**Description:**

#### **Instrument/Measurement: Title**

**Description:**

#### **Standard**

**Population:**

**Standard Statement:** Any background information (if none, N/A)

**Standard:**

**Finding:** Data Table (modify to fit your data reporting)

Academic Year	N	Data Mean
2024-2025		
2023-2024		
2022-2023		
2021-2022		
2020-2021		

NOTE: (explanation for NDs)

**Analysis:** A response is required for each question in the table.

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5. Using your analysis responses, make specific data-driven decisions about your unit. If no actions or changes are needed, state that.

**Outcome 3.2: Title**  
**Description:**

**Instrument/Measurement: Title**  
**Description:**

**Standard**

**Population:**

**Standard Statement:** Any background information (if none, N/A)

**Standard:**

**Finding:** Data Table (modify to fit your data reporting)

Academic Year	N	Data Mean
2024-2025		
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### Additional Discussion of Annual Activities

- 1) Highlight activities not captured in the assessment data and analysis (time to brag on your office). These may include events, community engagement, improvements to service or infrastructure, and other accomplishments.

## **Administrative Educational Support (AES) Unit Combined Annual Assessment Report** ***East Central University***

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- 2) Set two unit goals for the upcoming academic year ([SMART Goals](#), this may include the continuation of a previous goal if it was not met).
  
- 3) Report on the progress your unit made on the two unit goals set last year.