



ADMINISTRATIVE UNIT - ANNUAL PROGRAM ASSESSMENT FORM

I. DEPARTMENTAL/DIVISION ASSESSMENT

a. Administrative Unit Outcomes and Assessment

Number of defined administrative unit outcomes: _____

List all Administrative Unit Outcomes for the Department/Division

Number of administrative unit outcomes with ongoing assessment: _____

What percentage of departmental staff have participated in the development and/or assessment of administrative unit outcomes? _____

b. Assessment Reports

Has the department/division generated any type of report summarizing performance on the administrative unit outcomes?

If so, please attach the summary files.

c. Alignment of Learning Outcomes

Has the department linked the administrative unit outcomes with Institutional Learning Outcomes or the Strategic Plan?

d. Dialogue about Assessment Results

Summarize the most recent academic year assessment results. (250 words or less)

Prompt: What types of dialog regarding assessment results have taken place within the department/division?

What specific changes have been made to respond to outcome assessment results?

e. Resources Allocation

Did the department/division submit any resource allocation proposals for consideration during the last academic year?

If so, briefly describe the request? (50 words or less)

Was it approved?

f. Institutional Awareness of Goals and Purposes of the Department/Division:

How does the department/division inform students, staff, faculty and administrators about the unit's administrative outcomes? (250 words or less)

g. Self-Assessment on Level of implementation:

How would you score your department/division based on the attached rubric? Why? (250 words or less)

If your department/division has not YET reached the proficiency level, what plans exist to achieve this level?

(250 words or less)

II. Departmental/Division Data and Research www.msjc.edu/DataWarehouse

**a. Summarize Key Indicators for Department/Division
Quantity of Contacts (Recipients Served)**

Report the number of customers served and/or provide a general description of the population(s) served by the department (students, faculty, staff, community, etc.) in academic year 2011-2012.

III. Program Overview

a. Summarize the status of each objective/goal for your department/division

b. Has there been any change in the status of your unit (since last year)?

c. Have activities in other areas of the district impacted your unit?

d. Briefly summarize how department/division objectives support the MSJC Strategic Plan 2011-2014. Please address the Strategic goal, how the goal supports your objective or department goal, what action(s) has been taken, and what is the status of the action.

STRATEGIC PLAN GOAL	OBJECTIVES	ACTION PLAN	STATUS OF ACTION PLAN

IV. Commentary/Discussion

Prompt: Discuss potential improvements and/or changes that the department is considering as a result of the analysis of this data. (250 words or less)

VI. Final Summary (250 words or less)

What information and/or analysis presented above would you forward for future decision making, planning, and resource allocation by your respective dean/vice president?

Discuss major activities/highlights/achievements and any innovations or efficiencies: