

**Attachment 1**  
**(“What we did last year”)**

**Annual Administrative Department/Unit Assessment Summary Report**

\*\*\* Complete one form for each outcome assessed!!!\*\*\*

Person Submitting: _____	Date Submitted: _____
Assessment Period: <b>June 1, 2006 – May 31, 2007</b>	
Department/Service Unit: _____	
Administrative Division: _____	
_____	

*Note: One form of this attachment 1 should be completed for each outcome—copy form as needed. Outcomes and methods of assessment specified here should come from the assessment plan submitted last year (fall 2006—attachment 3).*

**Service Outcome # \_\_\_\_\_ :**

\_\_\_\_\_

**University Mission Link:**

\_\_\_\_\_

**University Strategic Plan Strategy/Goal Link:**

\_\_\_\_\_

**Means & Criteria of Assessment of Service Outcome (Measures):**

\_\_\_\_\_

\_\_\_\_\_

**Was assessment completed?**     completed                       not completed

**Summary Results of Assessment & Evaluation of Service Outcome Measure:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Use of Results to improve Services provided and Impact on Strategic Plan:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Budget Planning Implications:**

\_\_\_\_\_

\_\_\_\_\_

