


Completing the Annual Assessment Report 2011-2012

Instructions

Download and open the Assessment Report Template (UIAC_Report_Writing_Template(2).docx) in MSWord. This is a protected forms document. The fields for data entry are shaded in gray.

Running the Annual Assessment data report in Compliance Assist!

For data needed to complete the form, log in to Compliance Assist and click the **Reports** tab in the strip just below the blue Planning banner which will take you to the **Department-Level Reports** window..

In the navigation pane on the left, select the name of the unit (College, Division, etc.) that you represent. In the reports pane on the left click the Acrobat icon  in the item titled "UIAC Annual Assessment Report Data." This may require scrolling down in the Reports pane.

A new window will open to generate the report. Depending on the browser you are using, it may be necessary to make compliance.tnstate.edu an exception to blocked pop-up windows for the report window to open. Save the report generated to open with Adobe Acrobat reader (you may want print a copy to work from as you complete the Annual Assessment Report template).

The report will show all outcomes that have been entered for the unit, Student Learning Outcomes first, then Performance outcomes. Each Outcome will show the number and measureable outcome description followed by the **progress** on the outcome, **criteria for success** (Step 2), **analysis and summary** of 2011-2012 results (Step 4 2011-2012), **measures** used (Step 3), the improvement **plan** and the **changes/improvements** resulting from the plan for the previous period (Steps 5 & 6), the **providing department**, and the **related** mission and strategic planning **items**.

1. Enter the **name of the unit** (College or Division)

2. Summary of Mission and KPI Outcomes

Eliminate all outcomes that show **Progress: Cancelled**. Most of the remaining outcomes will probably show progress as Ongoing. To complete the tables in section 2 of the report template, you will need to tally Mission (2A) and KPI (2B) from the report and enter the total number of related outcomes, the number met, and the number not met for each respective type. The percentage met should calculate automatically in the form.

3. Expected Outcome(s) and Criteria for Success through 7. Recommendations for Improving Assessment Processes in Your Division/College

Follow the instructions provided on the template.