**California University of Pennsylvania Office of Assessment and Accreditation**

**ADMINISTRATIVE ASSESSMENT PLAN REPORT**

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| ***Instructions****: Use this template to report your unit’s mission, outcomes, and plan of assessment (which includes two means of measurement for each outcome to be assessed this year, and the criterion of success for each measure). Answer all the questions for each outcome you plan to measure****. The APAC will assist you with all parts of this task!*** | |
| Division |  |
| Admin Unit |  |
| Contact Name |  |
| Email |  |
| Academic Year |  |
|  | |
| Unit Mission | |
|  | |
| *Complete as many of the following boxes as you need to that reflect your plan for assessment THIS YEAR, delete the rest.* | |
| Continuous Improvement Plan | |
|  | |

|  |  |
| --- | --- |
| 1 Outcome to be measured this year | |
|  | |
| Relationship to the University Mission/Strategic Plan (check all that apply)   * Enhance academic excellence * Operate with sound and efficient fiscal and governance practices * Create a learning and working environment that promotes diversity, civility, and inclusiveness * Promote and provide public service * Enhance the quality of student life | |
| Means of Measurement | Criterion for Success |
| 1: | 1. |
| 2: | 2. |
|  | |
| 2 Outcome to be measured this year | |
|  | |
| Relationship to the University Mission/Strategic Plan (check all that apply)   * Enhance academic excellence * Operate with sound and efficient fiscal and governance practices * Create a learning and working environment that promotes diversity, civility, and inclusiveness * Promote and provide public service * Enhance the quality of student life | |

|  |  |
| --- | --- |
| Means of Measurement | Criterion for Success |
| 1: | 1. |
| 2: | 2. |
|  | |