

# **Guidelines for Composing the College Annual Strategic Plan Assessment Report**

The annual assessment report is composed at the end of each academic year. The report from each college should include:

## **1) Digital Measures Report**

The college's annual report pulled from Digital Measures for the current academic year detailing faculty and student research productivity.

## **2) Narrative**

A brief (approximately 2-3 page) narrative on strides made towards achieving the outcomes of your college's strategic goals/objectives for the current academic year.

The narrative should include (for *each* goal):

- Statement of the goal and any accompanying objective
- Statement of intended outcomes for the goal, with reference to KPIs as measures of success
- Description of activities the college engaged in to achieve the goal
- Description of changes, if any, employed in this year's activities for achieving the goal, based on data from last year's report (i.e., based on last year's assessment of the goal, what did you do differently this year to try to have better success with the intended outcome).

Conclude the narrative with a brief action plan describing intended actions/activities for the upcoming year that the college will employ to help achieve its strategic goals.