**July 1, 2015 – June 30, 2016**

**ANNUAL REPORT FOR THE BUSINESS AFFAIRS DIVISION**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Period Covered) (Date Submitted)

1. What are the department achievements for the past year? How do these achievements support the strategic objectives of the Business Affairs Division and the University? If you wish to add any other information about your department’s activities and/or accomplishments from this year, please do so.
2. Complete and attach your departmental assessment records.
3. What are the department’s major objectives, and how do you plan to achieve and assess them? Include timelines for completion, costs, and person(s) or group(s) responsible for each project. If you did not include these projects as part of your budget request, indicate how you plan to pay for them.
4. Attach or forward at a later date the individual annual activity reports for department members.

**TIMELINE: Annual Reports and Assessment Forms are due, no later than June 30th, to the Vice President for Administration with a copy to Lisa Frennier**

**July 1, 2015 – June 30, 2016**

**ASSESSMENT RECORD SUMMARY FOR BUSINESS AFFAIRS DIVISION**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Department)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Assessment Period Covered) (Date Submitted)

Department Mission Statement:

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** | **Intended Outcomes** | **Check outcomes assessed this year.** | **List Page Number of Project and Outcomes** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Submitted by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**July 1, 2015 – June 30, 2016**

**ASSESSMENT RECORD DETAIL FOR BUSINESS AFFAIRS**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Project Title)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Assessment Period Covered) (Date Submitted)

Linkage to Current Division Initiatives:

Intended Outcome for this Project:

Use at least one means of evaluation for **each Outcome** listed above.

1. What criteria will be used to determine the success of this Project?

2. Were these criteria met? (Yes or No, Explain)

3. What evidence (data) was used for the outcome of this Project?

4. How will the results of this Project be used to improve the department’s performance?