



MISSISSIPPI VALLEY STATE
U N I V E R S I T Y™

**ANNUAL REPORT AND
OUTCOMES ASSESSMENT
GUIDELINES**

Administrative, Student, and
Academic Support Units

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This document contains guidelines for completing the Annual Report, including outcomes assessment, for administrative, student, and academic support units.

DUE DATES

The current year’s REPORT and next year’s PLAN will be due during the week of annual budget hearings. This typically around mid-March to early April.

Annual Report Components

The Annual Report has two phases – the Plan and the Report. The items included within each phase are listed in the table below. A completed Annual Report includes both the plan and the report components. In other words, “all” items in the document are to be completed for a given year.

A Plan, however, includes only the items listed under “Plan”. They represent what the unit intends to do over the next year.

Note, a full Report is completed at the end of the year when the unit has had time to work toward and meet its outcomes/objectives. For MVSU, the end of the reporting year is around the time we prepare for budget hearings. When budgets are being proposed, those budgets should be informed, at least in part, by the information contained in the full Report for the current year.

Each year, the full Report for the current year, along with a Plan for the new year should be submitted. The current year’s Report should inform the development of the Plan for the new year.

PLAN

REPORT

Unit Name, Reporting Period	Data Interpretation
Unit Mission Statement	Was Target Met?
Alignment with University Mission	Related Unit Improvements
Expected Outcomes or Objectives	Part II: Accomplishments and Challenges
Alignment with University Strategic Plan	Part III: Budget Implications
Instrument/Tool/Method	
Data Collection Plan	
Target	

Report Item	Description	Section
Unit Name:	The official name of the department or unit	Plan
Reporting Period:	The fiscal year covered by the annual report	Plan

Report Item	Description	Section
Unit Mission Statement:	A statement that clearly describes the purpose and function of your unit. It should describe how your unit contributes to helping the University achieve its mission.	Plan
Alignment with University Mission Statement:	Select a component of the University Mission Statement that helps to define your unit's role within the University.	Plan
Expected Outcome or Objective:	<p>The expected outcome statement expresses what your unit expects to happen as a result of your unit's efforts. It is not necessarily what your unit does, but instead what improvement is expected as a result of what your unit does. Outcome statements should include productivity outcomes and/or efficiency outcomes.</p> <p>The outcome statement should meet the following criteria:</p> <ul style="list-style-type: none"> --It should align with your unit's mission statement. --It should be measurable. --It should express an expected improvement over what your unit already does. --It should express a single expected outcome and not be bundled with other outcomes that should be assessed separately. --It should be a feasible outcome in that your unit can achieve the outcome, given your current timeline, fiscal and human resources. <p>Examples:</p> <p>The Office of Student Records will reduce the turnaround time for electronic transcript requests from 3 days to 1 day.</p> <p>The University Police Department will reduce the number of campus thefts and burglaries by 25%</p> <p>The Office of Institutional Research and Effectiveness will turnaround 80% of non-complex data requests within 3 days or less.</p>	Plan
Alignment with University Strategic Plan:	Select a Strategic Goal and/or Priority from the Strategic Plan that is aligned with each expected outcome/objective.	Plan
Instrument/Tool/Method:	<p>Describe the instrument, tool or method your unit plans to use to collect data for the stated outcome.</p> <ul style="list-style-type: none"> --This is not an activity or process. Instead it refers specifically to the instrument/tools/or method of data collection your unit will use to measure the stated outcome. --It should be aligned with the outcome statement. --It should be valid for measuring the stated outcome. 	Plan

Report Item	Description	Section
	<p>--It can be a direct measures or indirect measure.</p> <p>Examples of <i>Direct measures</i> or actual findings: --Reports/Logs/Tests/Records/Databases</p> <p>Examples of <i>Indirect Measures</i> or self-reported information (Respondents' perceptions, feelings, opinions, etc.): --Surveys/Focus Groups/Evaluations</p>	
Data Collection Plan:	Clearly describe how the unit's data will be collected, when the data will be collected, and specifically who has been assigned to collect what data during the assessment period.	Plan
Data Interpretation:	<p>For each outcome/objective, collect and present only data that is valid and useful for its intended purposes. The data should be described in detail sufficient enough to determine whether the outcome/objective has been appropriately assessed. Include supporting narratives, tables, graphs, and other documentation as appropriate</p> <p>In a detailed narrative, provide an analysis of the data collected. It should be carefully reviewed and interpreted such that the outcome/objective can be appropriately determined from the analysis.</p>	Report
Was the Target Met?	For each outcome/objective, use findings from data collection and data analysis to clearly indicate whether the target was met. Explain why.	Report
Related Unit Improvements:	For each outcome/objective indicate how the results of this assessment were used (past tense) to improve the unit. Units should describe improvements or changes already in place , not just those planned for the future.	Report
Accomplishments:	In Part II of the Annual Report, list any accomplishments achieved by your unit during the reporting period. Accomplishments can include activities such as hosting student activities, initiating or improving services to students/faculty/staff, service on committees, grant funding acquired, professional development workshops/training attended or provided, updating facilities or computer labs, etc.	Report
Challenges:	In Part II of the Annual Report, describe any challenges experienced by your unit during the reporting period and how you plan to overcome them. Challenges can include a description of how the unit was unable to perform key functions or provide quality services due to particular circumstances.	Report

Report Item	Description	Section
Budget Implications:	Budget requests should be informed, at least in part, by the Annual Report. Describe any necessary budget adjustments that will be recommended based on Part I (Outcomes Assessment) and Part II (Accomplishments and Challenges). If the department/division has multiple budgets, be sure to include a description of recommended adjustments for each budget.	Report