

Dallas Baptist University Institutional Effectiveness Documentation  
Annual Report Outline – Administrative/Academic Support

Fiscal Year (Reporting Period): 2020-2021

Administrative/Academic Support Department or Division:

**ADMINISTRATIVE/ACADEMIC SUPPORT DEPARTMENT MISSION STATEMENT**

**MISSION STATEMENT:**

*A specific mission statement for your administrative/academic support department that flows out of the DBU mission statement. Your mission statement identifies the reason for your department's existence as you serve students and seek to produce servant leaders.*

**GOAL/DESIRED OUTCOME/ASSESSMENT TOOL(S)**

*Two important goals that have been identified to improve your department, enhance service to the Institution, or contribute to student learning, as appropriate.*

**GOAL: (IDENTIFY IN MAY)**

*A statement which identifies an overarching broad competency, skill, or function which is essential to facilitate and enhance your department's mission in order to be more effective servant leaders at DBU and help support the Institution's Strategic Plan.*

**DESIRED OUTCOME: (IDENTIFY IN AUGUST)**

*A clear and concise statement of one or more components of your goal to improve the operations in your department, enhance service to the University, or contribute to student learning, as appropriate. The department's desired outcome impacts progress toward the goal and should be observable, measurable, and consistent with the department's budget.*

**ASSESSMENT TOOL(S): (IDENTIFY IN AUGUST)**

*Specific means of assessment designed to measure the degree to which the outcome will be achieved in departmental processes, through services to the University family, or in student learning. A desired level of success should be stated.*

**IMPLEMENTATION OF DESIRED OUTCOMES (FALL SEMESTER)**

**DIAGNOSTIC/FORMATIVE ASSESSMENT (SEPTEMBER-NOVEMBER)**

## RESULTING DATA/ASSESSMENT REVIEW/CONCLUSIONS DRAWN

### EXAMINE DIAGNOSTIC/FORMATIVE RESULTING DATA: (DECEMBER/JANUARY)

*The facts! The percentages, the numerical count, the figures and findings generated by the assessment tool. Report results from a diagnostic assessment administered for the first time or from a formative assessment administered during the fall semester or a previous semester.*

### JOINT ASSESSMENT REVIEW: (DECEMBER/JANUARY)

*Who gathered to look at the data? When and where did you meet to carefully consider the evidence?*

### CONCLUSIONS DRAWN: (DECEMBER/JANUARY)

*This is the “So What?” of your data review. Specific conclusions from the team’s analysis of the data in their assessment review. Identify specific area(s) of weakness and conclusions reached based on the data. Data-driven decisions lead to improvement! What actions will be taken to seek improvement in departmental processes or delivery of academic and student support services?*

## IMPLEMENTED ACTION PLAN/SPECIFIC IMPROVEMENT/RESULTS

### IMPLEMENTED ACTION PLAN: (SPRING SEMESTER)

*What steps did you take to improve your department, services, or support student learning and accomplish the desired outcome? How did you implement your plan? How did you use assessment data to lead your team toward greater effectiveness?*

### SUMMATIVE ASSESSMENT (APRIL) (IF APPROPRIATE)

### REPORT SPECIFIC IMPROVEMENT/RESULTS MADE DURING REPORTING PERIOD: (MAY)

*Describe in detail (with charts, graphs, etc. as available) the results of your department’s action plan to accomplish the desired outcome or make progress toward it. How is improvement demonstrated through Summative Data, if available? If improvement was not achieved, summarize future actions to be implemented in order to facilitate specific improvement.*

*Repeat same process for your second goal.*