# Administrative, Educational and Student Support Units

# Annual Assessment Findings Report

**Directions:** Use content from your 5-Year Assessment Plan, and data collected and analyzed to complete the Annual Assessment Findings Report for the corresponding year. Submit report electronically to aess@york.cuny.edu.

**Assessment Year:** Choose an item.

**Division:** Choose an item.

**Unit:** Choose an item.

**Date:** Click here to enter a date.

**Completed by:** Click here to enter text.

**Other contributors (e.g., person who analyzed data):** Click here to enter text.

**Unit Mission:** Click here to enter text.

**1.** Record each goal, corresponding outcome(s), measure(s), the target(s) of success, and if applicable, the student ILO(s). For each outcome listed above, describe the conclusions, significance and implications of the data collected for the assessment year indicated above (e.g., 2018-2019). Describe the results in comparison to the target of success, and if applicable, the student ILO(s) identified prior to data collection. What is your interpretation of the results?

Remember to use information from your approved 5-Year Assessment Plan.

| **Goal(s)** | **Outcome(s)** | **Student ILOs (if applicable)** | **Measures and Target of Success** | **Analysis, Findings, and Use of Results** |
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**2. Action Plan.** Using information from the Analysis, Findings, and Use of Results section above, what steps will you take to ensure recommended changes will be implemented and sustained? If no changes are being recommended, provide an explanation with supporting evidence. *(Add additional rows for outcomes, as needed by copying and pasting the appropriate outcome textbox. You may delete any unneeded textboxes.)*

**Outcome 1.1**Click here to enter text.

Recommended changes: Click here to enter text.

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Recommended changes: Click here to enter text.

**3. Communicating Results:** Describe how you communicated assessment results, recommendations, and changes to appropriate stakeholders (e.g., staff, supervisor, students).

**4. Action Taken:** Describe how you used the results from last year to inform your action this year. Narrative should include **action(s) taken or changes implemented** as identified by assessment activities completed (i.e., closing the loop). Indicate when the changes were implemented and when they will be reassessed to see if they helped to improve support outcomes (SOs) and/or student learning outcomes (SLOs).

**5. Achievement Summary:** York College is excited to hear about what is going well! Share your unit’s proudest accomplishments for this assessment period.

**6. Assessment Plan Year** Click here to enter text.: Briefly outline the assessment plan for next year. Explain any revisions you will need to make based on results (e.g., revision in outcomes, target for success, measuring instrument). Attach an updated 5-Year Assessment Plan for your unit. (Remember to revise the years.)

**7.** **Annual/Special Reporting (optional):** Highlight accomplishments directly related to how assessment activities in your area contributed to the mission of the division and the College--not assessed elsewhere, but related to operational effectiveness.