

BROOKLYN COLLEGE OFFICE OF INSTITUTIONAL EFFECTIVENESS
AES Unit – Action Plan
Due August 20, 2020

Division: *Academic Affairs* *Enrollment Management* *Finance & Administration*
 Institutional Advancement *Student Affairs*

Unit:

Staff Member Responsible for the Annual Assessment Report:

1. Is your unit student-facing? Yes No

2. On what date will the unit submit its annual assessment report (June 30th, or a date chosen by your division head)?

3. Who is your unit's Division Assessment Committee member? (You or an assessment liaison)

4. Which staff members will work on the annual assessment report?

5. How will the work on the annual assessment report be delegated?

6. a. Does your unit have a unit mission? *Most units revised, reaffirmed, or created a unit mission prior to Brooklyn College's 2019 MSCHE visit.*
Yes No

- b. What is the URL for the location of your unit's mission on the Brooklyn College website?

7. a. Which staff member(s) will be involved in the unit mission revision or reaffirmation process?

b. How will staff provide input for the review process?

8. Which staff member(s) will be involved in the unit mission mapping to the College mission?

9. FOR NON-STUDENT-FACING UNITS ONLY: Which staff member(s) will be involved in the *supplemental* unit values/purpose mapping to the College mission?

10. FOR STUDENT-FACING UNITS ONLY: Which staff member(s) will be involved in the unit mission mapping to the Institutional Learning Outcomes?

11. Which staff member(s) will be involved in the unit goals/outcomes mapping to the College's strategic plan objectives?

12. Which staff member(s) will be involved in completing the unit detailed planning document?