**Brooklyn college annual AES Unit assessment report**

Brooklyn College Annual AES Unit Assessment Report, 20XX-YY

The Assessment Report form collects results of assessments conducted during the 20XX-YY year. The data/evidence and results submitted in this report should tie directly to the outcomes identified in the Unit’s 20XX-YY Assessment Plan. See the *Brooklyn College AES Assessment Handbook* for guidance and examples.

|  |  |
| --- | --- |
| Administrative Division: |  |
| Administrative Unit: |  |
| Contact Name(s): |  |
| Email(s): |  |
| Instructions: Use this template to report on your assessment plan and assessment results for the 20XX-20YY assessment cycle. If you have any questions or would like assistance completing this report, please contact Institutional Effectiveness at IE@Brooklyn.CUNY.edu.  |

College Mission

Brooklyn College provides a transformative, distinctive, and affordable education to students from all backgrounds. We are proud of our history of intellectual freedom and academic excellence, as well as our location in a borough known for innovation, culture, and the arts. We have a special commitment to educate immigrants and first-generation college students from the diverse communities that make up our city and state. Our striving spirit reflects our motto: "Nothing without great effort." Through outstanding research and academic programs in the arts, business, education, humanities, and sciences, we graduate well-rounded individuals who think critically and creatively to solve problems. They become leaders who transform their fields and professions and serve our increasingly global community.

Unit Mission

Unit Mission Alignment to College Mission. Fill in or copy paste as needed.

**Recoded Brooklyn College Mission Statement for Mapping**

|  |  |
| --- | --- |
| College Mission Statement | Code |
| Brooklyn College provides a transformative, distinctive, and affordable education to students from all backgrounds. We are proud of our history of intellectual freedom and academic excellence, as well as our location in a borough known for innovation, culture, and the arts. | CMS\_1 |
| We have a special commitment to educate immigrants and first-generation college students from the diverse communities that make up our city and state. | CMS\_2 |
| Our striving spirit reflects our motto: "Nothing without great effort." Through outstanding research and academic programs in the arts, business, education, humanities, and sciences, we graduate well-rounded individuals who think critically and creatively to solve problems.  | CMS\_3 |
| They become leaders who transform their fields and professions and serve our increasingly global community. | CMS\_4 |

**Alignment of Unit Mission Statement to College Mission**

*Please indicate how each statement aligns to college mission by marking with an "***X***".*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit Mission Statement | CMS\_1 | CMS\_2 | CMS\_3 | CMS\_4 |
| Unit Mission Statement Part 1: *List statement part in full.* |  |  |  |  |
|  Unit Mission Statement Part 2:*List statement part in full.* |  |  |  |  |
| Unit Mission Statement Part 3:*List statement part in full.* |  |  |  |  |
| Unit Mission Statement Part 4:*List statement part in full.* |  |  |  |  |

Unit Goals and Outcomes Alignment to the 2018-2023 Strategic Plan: List the full goal and its alignment to the 2018-2023 Strategic Plan (e.g., Unit Goal 1, aligned with Strategic Plan Goal 2.1). *The* Brooklyn College Worksheet for Identifying and Defining AES Unit Goals *is provided for reference in Appendix A.*

|  |  |  |
| --- | --- | --- |
| **Unit Goals**  | **Outcomes** | **Strategic Plan Objective** |
| Goal #1: *List Unit Goal in full* | Outcome 1.1:*List outcome in full* |  |
| Goal 1, Outcome 1.2:*List outcome in full* |
| Goal 1, Outcome 1.3:*List outcome in full* |
| Goal #2:*List Unit Goal in full* | Outcome 2.1:*List outcome in full* |  |
| Outcome 2.2:*List outcome in full* |
| Outcome 2.3:*List outcome in full* |
| Goal #3:*List Unit Goal in full* | Outcome 3.1:*List outcome in full* |  |
| Outcome 3.2:*List outcome in full* |
| Outcome 3.3:*List outcome in full* |

***Add additional rows for unit goals and outcomes as needed.***

Detailed AES Unit Assessment Planning Document (Abbreviated). Fill in or copy paste as needed (a sample is provided in Appendix B).

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Goal** | **Strategic Plan Objective** | **Outcome** | **Assessment Method(s)** | **Source of Data**  | **Timeframe for Data Collection** | **Coordinating Staff** | **Timeframe for Evaluation of Assessment Results** | **Timeline for Use of Results (if applicable)** | **Re-Assess/****Data Collection (semester)** | **Evaluate Effectiveness of Results-based Changes** |
| Goal 1: **Insert Goal** |  | Outcome 1.1: **Insert Outcome** |   |   |   |   |   |   |   |   |
| Outcome 1.2: |   |   |   |   |   |   |   |   |
| Goal 2: |  | Outcome 2.1: |   |   |   |   |   |   |   |   |
| Outcome 2.2: |  |  |  |  |  |  |  |  |
| Goal N (add as needed): |  | Outcome N.n (add as needed): |   |   |   |   |   |   |   |   |

*Note:
1. List the full statement of goals and outcomes - do not leave as Goal 1, Outcome #1
2. The number of goals and outcomes will vary per unit*

Unit-Level Outcome Assessment Status

|  |  |
| --- | --- |
|  | **Outcome Assessment Status AY 20XX-20YY** |
| **Unit** **Outcome** | **Data Collection on Schedule**  | **Data Collection Delayed** | **Results Being Evaluated** | **Result Evaluation Delayed** | **Developing Results-based Changes (if applicable)** | **Change Development Delayed** | **Training Staff on Changes** | **Staff Training Delayed** | **Implementing Changes** | **Change Implementation Delayed** |
| 1.1: List outcome in full |  |  |  |  |  |  |  |  |  |  |
| 1.2: List outcome in full |  |  |  |  |  |  |  |  |  |  |
| 1.3: List outcome in full |  |  |  |  |  |  |  |  |  |  |
| 2.1: List outcome in full |  |  |  |  |  |  |  |  |  |  |
| 2.2: List outcome in full |  |  |  |  |  |  |  |  |  |  |
| 2.3: List outcome in full |  |  |  |  |  |  |  |  |  |  |

*Please mark unit outcome status with an “****X****”*

***Continue to add rows for unit outcomes as needed***

# Assessment Outcomes and Evaluation

***One goal-associated outcome is listed in this template, but please continue to populate the template for all outcomes/goals you will be assessing in this report, i.e., Goal 1, Outcome 1.2, Outcome 1.3, etc.***

Goal 1, Outcome 1.1 (as submitted in the 20XX-20YY Assessment Planning Document): List the outcome in full.

Summary of Assessment Methods for Outcome 1.1: (What did you assess? What methods/assessment instruments did you use? What is the target you expected to achieve to meet the outcome? When did the assessment occur? What sort of sampling method was used?) *Please refer to glossary in Appendix C for definitions.*

Results for Outcome 1.1: (Provide a detailed summary of results for Outcome 1.1. Be as specific as possible; include percentages or numbers that resulted from the assessments. Include graphs, tables, and/or figures, if applicable. Compare results to prior years, if applicable.)

Evaluation of Results for Outcome 1.1: (Did you meet the target you expected to achieve? What strengths and/or weaknesses did your results reveal?)

Use of Results for Outcome 1.1: (What do you plan to do with the results? Provide a brief explanation of how the results are going to be used to make specific changes within the Unit.)

Budgetary Considerations for Outcome 1.1, Unit-focused: (What, if any, changes can be made inside the unit in terms of resource redistribution, to implement these changes?)

Budgetary Considerations for Outcome 1.1: (What, if any, resources should be considered for use to help implement these changes?)

Ranking of Budgetary Considerations for Planned Operational Improvements: Rank improvements listed for each outcome in order of importance in terms of resource allocation (1 highest importance, 5 lowest). List the improvement in full and make sure to list its associated outcome. Then list its alignment to the 2018-2023 Strategic Plan 2.0. Below the ranking, please provide data-based justification for the planned improvement. *Guidelines regarding communication/responses to budgetary requests/considerations for improvement planning are forthcoming from the IE and Finance and Administration Offices.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Rank** | **Planned Operational Improvement** | **Outcome** | **Strategic Plan Objective** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

Executive Summary of Assessment Results:

Briefly summarize the major findings from the evaluation of your assessment results for each outcome assessed in this report. *Provide a bulleted list of findings, with a maximum of three bullet points per outcome.*

The Impact of Changes Made in the Unit Due to Assessment Activities: Please discuss how previously planned improvements or improvements implemented within this year have affected your Unit since implementation. Please discuss any improvements over time, and/or any difficulties in implementation.

# Optional Documentation

Non-Student-Facing AES Unit Support of College Mission

Some non-student-facing AES units may find it particularly challenging to align their unit mission directly to the College Mission. However, all AES units function in support of the College and the College Mission. For these units, please explain how your unit supports the College Mission. Then provide an alignment of unit values/purpose to the College Mission in the next report subsection.

Unit Values/Purpose and Alignment to the College Mission

**Recoded Brooklyn College Mission Statement for Mapping**

|  |  |
| --- | --- |
| College Mission Statement | Code |
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| They become leaders who transform their fields and professions and serve our increasingly global community. | CMS\_4 |

**Alignment of Unit Values/Purpose to College Mission**

*Please indicate how each statement aligns to college mission by marking with an "***X***".*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit Value/Purpose Statement | CMS\_1 | CMS\_2 | CMS\_3 | CMS\_4 |
| Unit Value/Purpose 1: *List statement in full.* |  |  |  |  |
|  Unit Value/Purpose 2:*List statement in full.* |  |  |  |  |

***Add additional rows as needed.***

External Recognition: Please feel free to share any instances of recognition for your Unit relevant to your Unit goals.