



温州肯恩大学  
WENZHOU-KEAN UNIVERSITY

## 2023-2024 Annual Administrative Unit Assessment Report Template

### PART I – DUE Date December 15, 2023

(Insert Unit Name Here)

Mission Statement: (Write your mission statement here)

Vision Statement: (Write your vision statement here)

#### Goals and Objectives

A) 2020-2025 Strategic Plan Goal: (Insert your division's 1<sup>st</sup> goal from the Strategic Plan here)

1) Objective A.1 – (Write your first objective here: select the appropriate **ACTION ITEMS** or **TIMELINE ITEMS** as indicated with **RED** in the 2020-2025 Wenzhou Kean University strategic plan. These items will represent your unit objective. If there are no objectives that are your unit's primary responsibility to achieve, you may create your own unit-level objectives as long as they contribute to institutional effectiveness.)

a) *Responsible Individual:* (Who in your unit will be responsible for overseeing the achievement of this objective and who will work on this person's team?)

b) *Measures:* (Description of the measure(s) you will use to monitor your progress throughout the year. If it is not amenable to quantitative measurement, explain how progress will be measured. If you will need support from SADI or others to collect the necessary data, explain the support you will need here.)

c) *Timeline with milestones:* (What do you expect to achieve throughout the year? What level on your measure(s) do you expect to achieve on these milestone dates?)

d) *Implementation plan for this objective:* (How will you meet these milestones?)

B) 2020-2025 Strategic Plan Goal: Insert your division's 2<sup>nd</sup> goal from the Strategic Plan here if applicable

1) Objective B.1 (repeat a-d)

C) 2020-2025 Strategic Plan Goal: (Insert your division's 3<sup>rd</sup> (if applicable) goal from the Strategic Plan here if applicable)

1) Objective C.1 (repeat a-d)

D) 2020-2025 Strategic Plan Goal: (Insert your division's 4<sup>th</sup> (if applicable) goal from the Strategic Plan here if applicable)

1) Objective D.1 (repeat a-d)

## **PART II – DUE Date June 30, 2024**

a) *Data Results:* (Provide the data results for the measurements documented above.)

b) *Action Taken based on Data Collected:* (Provide a description of what will transpire in the upcoming assessment cycle based on the data results that were collected.)

c) *Professional Development Needs:* (Outline staff development needs including detailed supporting data, rationale and associated cost.)

d) *Budget Request Line Items:* (Complete table below describing each resource request in detail.)

<i>Unit</i>	<i>Description of Resource Request</i>	<i>Rationale (indicate page#)</i>	<i>Quantity Requested (where applicable)</i>	<i>Unit Cost (where relevant)</i>	<i>Total Cost</i>	<i>Strategic Plan Goal</i>

2) Objective A.2 (if applicable then repeat steps a-h)

E) 2020-2025 Strategic Plan Goal: Insert your division's 2<sup>nd</sup> goal from the Strategic Plan here if applicable

1) Objective B.1 (repeat e-h)

F) 2020-2025 Strategic Plan Goal: (Insert your division's 3<sup>rd</sup> (if applicable) goal from the Strategic Plan here if applicable)

1) Objective C.1 (repeat e-h)

G) 2020-2025 Strategic Plan Goal: (Insert your division's 4<sup>th</sup> (if applicable) goal from the Strategic Plan here if applicable)

1) Objective D.1 (repeat e-h)

## PART III – DUE June 30, 2024

(Part III of the Annual Administrative Unit Assessment focuses on the continuous growth for each unit at Kean University as it directly relates to both the Strategic Plan and our Middle States Self-Study Priorities.

For each of the three priorities, please take the time to engage in the reflection process as a unit, discussing how your unit has supported these priorities and will continue to do so in the coming academic year. For reference, the alignment of these priorities and the goals within the Strategic Plan can be referenced [HERE](#).

### A) Priority 1: Excellence and Equity

- a) During the last academic year, how has your unit demonstrated “excellence” defined as “meeting, exceeding, or advancing the institutional mission” through your offered services?
- b) During the last academic year, how has your unit demonstrated “equity” as “providing a safe and unbiased learning environment in which the promise of achieving social mobility through higher education for all students is fulfilled” through your offered services?
- c) During the last academic year, what are **three specific examples** that demonstrate your unit ensuring Kean University’s commitment to excellence and equity through its offered services?
- d) How will your unit continue to support and incorporate Excellence and Equity into the services your unit provides?

### B) Priority 2: Upstanders

- a) During the last academic year, please describe how your unit has created a student-centered educational environment?
- b) During the last academic year, how has your unit supported and incorporated the importance of community responsibility and integrity through your offered services in alignment with the Upstanders priority?
- c) How will your unit continue to support and incorporate the Upstander Priority into the services your unit provides?

### C) Priority 3: Evolution

**Context:** Through the Annual Administrative Assessment, your unit identifies goals and objectives that align with the University Strategic Plan. Through this process, your unit assesses existing programs and resources to identify growth opportunities that build on existing capabilities and strengths, including new and/or re-imagined programs, facilities, and instructional sites, to prepare the university for continued evolution.

- a) Identify two ways in which your unit plans to build upon existing capabilities and strengths to prepare the university for its continued evolution in the coming year.
- b) Explain how your unit has evolved over the last year based on existing capabilities and strengths, resulting in the university’s continued evolution. )