2022-2023 Administrative Divisions
Annual Assessment Results and Recommendations Report

This report serves to provide a summary of results and recommendations for the Division. **Data from each individual unit is to be addressed:**

Division: _____

Vice Chancellor/Leadership: _____

Section 1: Summary of the State of the Division

A. Overall Summary of the Year

Analyze and discuss the current year's data as compared to the previous years of collected data for each unit under your supervision with respect to individual unit strategic goals and the university's overall Strategic Plan, as it relates to your Division.

B. Summary of Outcomes Assessment by Unit and resulting recommendations

For each individual unit, summarize the past Academic Year's outcomes assessment (from annual reports and unit reviews) including:

- Outcomes assessment data
- Recommendations based on findings (closing the loop actions)

Section 2: General Division-level Planning

Using the information analyzed, discuss the following:

- What does the Strategic Plan say we should do next?
- Should we make any changes to this Strategy? Why? (please relate to your overall summary of outcomes for the year, as above)
- What actions will be taken to strengthen the units over the coming year?
- Are there any other major changes indicated that should be made within your units?
- Are there any additional concerns or data that we should consider?
- Which of the above actions need to be supported with more resources?

Section 3: Division Resource Needs

A. Staff Resource Needs

Discuss staff resource needs **using supporting data and a rationale** connected to Section 2 (General Division-level Planning), the university's Strategic Plan, and individual unit data.

B. General Resource Needs

Discuss general resource needs **using supporting data and a rationale** connected to Section 2 (General Division-level Planning), the university's Strategic Plan, and individual unit data with respect to the following:

- Technology (e.g. administrative software, computers, etc.)
- Office Equipment/Supplies
- Facilities
- Special Projects
- Furniture, etc.
- Memberships, Training support, Conferences etc.
- Consultancies/Outsourcing requirements

Section 4: Professional Development Needs

Staff development issues

Discuss staff development needs **using supporting data and a rationale** connected to Section 2 (General Division-level Planning), the Strategic Plan, and individual unit data where appropriate. (e.g. Assessment training, training in Datatel, Customer Service)

Section 5: Budget Request Line Items

Unit	Description of Resource Request	Page # Reference (for Rationale)	Quantity Requested (where relevant)	Unit Cost (where relevant)	Total Cost (to nearest dollar)	Strategic Plan Goal (2020-2025)