

CSUEB Student Affairs Assessment Report Template

Use this template to document departmental/program goals and inventory the activities related to DEI and effectiveness/areas of growth by citing evidence/data related to the assessments that have occurred in your area. This assessment report should be submitted to the Dept/Program's corresponding Student Affairs AVP who will complete the final question on this template and give you feedback regarding how to further enhance assessment activities moving forward.

1) DEPARTMENT MISSION

Departmental Mission Statement

2) ASSESSABLE DEPARTMENTAL OUTCOMES

Departmental Outcome Statement

3) SIGNATURE PROGRAMS or SERVICES

Description of the assessment activity (e.g., how data collected, when collected, who analyzes, how findings are shared, etc.)

List the signature programs/services from prompt #3 that this assessment evaluates:

What are the major findings/data elements that you consider as the “key takeaways” from this assessment?

Description of the assessment activity (e.g., how data collected, when collected, who analyzes, how findings are shared, etc.)

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What are the major findings/data elements that you consider as the “key takeaways” from this assessment?

5) CONTRIBUTION TO DIVERSITY/EQUITY/INCLUSION

Data/Evidence of contribution/impact

Data/Evidence of contribution/impact

	<i>Data/Evidence of contribution/impact</i>
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6) ACTION PLANNING

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Specific data that justify effectiveness or area of growth *Action plan/next steps related to your takeaway*

APPENDIX

(attach any documents, surveys, reports, or other items related to your departmental assessment as part of this appendix)

