



Administrative Unit Review

Annual Update

FY23 reporting

University Assessment
Committee (UAC)



Why Unit Review?

- Ensures ongoing tracking of performance related to objectives/goals
 - This is particularly important as it relates to the strategic plan.
- Meets institutional accreditation requirements for documentation of evidence of improvement processes
 - Sustained assessment process
 - Processes result in information useful to the unit
 - Improvement based on results



This presentation will cover:

- The multi-year schedule for unit review
- The timeline (including due dates) for the process
- The reference period for assessment data:
 - Most recent fully-completed fiscal year (June 1st– May 31st)
- The role that Unit heads/directors play in the process
- The role that Vice Presidents play in the process
- How to complete the form



The multi-year schedule

- Each administrative unit will complete a Full Review (FR) every 3rd year.
- For the years in between, an Annual Update (AU) is completed.
- This year (FY23 reporting) is the **9th** year we are referencing the multi-year schedule
 - However, it is only the **2nd** year using the June to October reporting schedule.



Timeline/Due Dates for Reviews

- Annual Update:
 - Form due in from Unit Head to Vice President (VP) by Friday, **October 6th**.
 - Form due in from VP to Institutional Research by Friday, **October 27th**.
- Assessment Committee gets feedback to VPs and Unit Heads by or before **March 1st**.
- VPs are encouraged to meet with Unit Heads to discuss results through the end of May.



Roles for the Process

- Unit Heads/Directors
 - Coordinate participation for the unit in the program review. This involves:
 - Completion of the program review form
 - Engaging staff in the review process
 - Sending completed review to the VP by the due date
- Vice Presidents:
 - Collect completed reviews
 - Review with Unit Heads/Directors prior to submitting to IR.
 - Send completed review to IR by the due date
 - When have Assessment Committee's feedback, encouraged to meet with directors to review, to inform budgetary needs and ongoing improvement planning for the unit.



Types of review: The Annual Update

- An Annual Update (AU) has 5 components:
 1. Provide a performance update on all unit objectives. An update should be provided *regardless* of whether the goal/benchmark was reached for the objective in the last Full Review (FR).
 - a. This includes documenting any improvements made and/or planned - undertaken to improve performance (or to maintain if meeting goals).
 2. Provide an overview of any changes or adjustments (a) implemented and/or (b) planned that have resulted from assessment results described.



Types of review: The Annual Update

➤ An Annual Update (AU) has 5 components (*continued*):

3. Provide information regarding any resources needed based on previous and current assessment results:

Previous

- a. Were resource needs identified in the last review/last year?
- b. Were those resources received?
- c. Are resources still needed to address the issue?
- d. What type of resources? (*dropdown menu*)

Current

- a. Are resources needed to address any new issues?
- b. What type of resources? (*dropdown menu*)
- c. Briefly provide clarification/context for what specific resources are needed



Types of review: The Annual Update

4. Document any new or ongoing initiatives or activities focused on improvement that involve your unit's staff or resources; and
5. Document strategies used to engage the unit's staff in the review process.



Questions?

Please contact [Brian Bogert](#) (Co-Chair,
Assessment Committee)

Or your Assessment Committee
Representative (Click [Assessment
Committee Website](#)).

Thank you!