

# 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

<b>Departmental Outcome Statement</b>

**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.)*

*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?*



**5) CONTRIBUTION TO DIVERSITY/EQUITY/INCLUSION**

*Data/Evidence of contribution/impact*



*Data/Evidence of contribution/impact*

	<i>Data/Evidence of contribution/impact</i>
	<hr/> <hr/>

## 6) ACTION PLANNING

D Λ

*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)*

