### Mercer University Annual Assessment Review Components

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<th>Report Components</th>
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| **Update of Last Years’ Action Plan** | An update on what was stated as plans last year.  
*Did you act on what was planned? Did you do what you said you would do? Are uncompleted plans part of next year’s plans?* | - Provides evidence that last years’ actions have been carried out  
- Provides explanation of what prevented completion of actions  
- Indicates steps of progress to be completed. |
| **Assessed Outcomes**           | Outcomes assessed over the past year. Educational Support, Administrative, Research, Service, and SLOs and PDOs for academic programs.  
*What are you consistently measuring?* | - Relatively stable & complete listing  
- States what department should accomplish or services provided  
- States broadly in terms of operational purpose or area of learning  
- PDOs clearly operational (academics)  
- Outcome cycle is evident over time  
- Identifies University Goals utilizing the “Related” tab |
| **Assessment Methods**          | Means of assessment for each outcome.  
*How are you measuring and assessing this outcome?* | - Targets are specific  
- Targets are measurable  
- At least two methods for each outcome  
- Method is appropriate to the outcome  
- Criteria for success is clear |
| **Assessment Results and Analysis** | A description of data reviewed and summary of findings and the process for evaluating/analyzing findings.  
*What did you find and what does it mean to your program or department?* | - Describes data sources and the appropriateness for the outcome and method  
- Summarizes results in concise and organized manner  
- Provides evidence that targets were met, partially met or not met  
- Compares findings with past data, as appropriate  
- Presents data clearly, which is validated with appropriate attachments, if necessary  
- Shows good understanding of implications/meaning of results |
| **Use of Results and Action Plans** | Describes the “next steps” for the program, or assessment, or student learning in response to the findings. This section does not restate or list further findings.  
*What are you going to do with what you find? What “next steps” or actions will you take this coming year and who will be involved?* | - Key areas are identified needing monitoring, remediation, or improvement in student learning, the assessment process, or operations  
- Actions are specific and directly related to the outcomes and results of assessment  
- Number of actions is manageable  
- Persons or groups are identified who are responsible for implementing plans  
- Dissemination strategies are identified  
- Resources, if needed, are identified |