**Institutional Effectiveness Report  
for Administrative Support, Academic Support, and   
Student Services Support Units**

**Name of Unit: Select Unit Name**

**Contact Person:**   
 Email:   
 Phone:

**Assessment Cycle: Select Year**

**Unit Mission Statement:**

**Review from the Previous Year’s Institutional Effectiveness Report** (Add a reflective statement on whether changes made last year resulted in an improvement. What changes did you say you were going to make? Did you make them? Were they successful?) [This section is required for Academic Support Units and Student Services Support Units but optional for Administrative Support Units]:

**Goals for Unit** **from Institutional Effectiveness Plan** (What is to be achieved? Goals may include student learning outcomes if applicable to the unit. Align to [VSU Strategic Plan](https://www.valdosta.edu/strategicplan/) and unit’s strategic plan.)

1.

2.

3.

4.

**Outcomes Statement/Measures from Institutional Effectiveness Plan** (What are you going to measure? Provide a specific benchmark/target for each measure. How will you know when you have achieved your goals?)

1.

2.

3.

4.

**Assessments/Methods from Institutional Effectiveness Plan** (describe what was done, observed and measured; include how, when, and to whom these are administered, and align outcomes with specific assessments or measures):

1.

2.

3.

4.

**Data/Evidence and Analysis of Results** (qualitative or quantitative summary; raw data should be included in an attachment or pasted at the end of this document; detail when/how results were disseminated/discussed; provide interpretation of results; compare results to prior years if applicable; highlight/bold/underline specific results):

1.

2.

3.

4.

**Use of Results to Make Improvements** (provide a brief explanation for each instance of usage of results to make improvements, clearly connecting each to data/evidence results above; improvements could be to revise a process or service, implement a new process or service, modify training, modify the assessment method, etc.) [This section is required for Academic Support Units and Student Services Support Units but optional for Administrative Support Units]:

1.

2.

3.

4.

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**Unit Director Date President/VP for Unit Date**

**Submission Instructions:** While the majority of the report may be completed during the summer before the report is due, Institutional Effectiveness Reports and Plans are due September 30 to the University Assessment Committee. **Circulate a printed or electronic copy first and after approval by a Dean, Director, or Vice President, email the IE Report and IE Plan as a Microsoft Word document to** [**assessment@valdosta.edu**](mailto:assessment@valdosta.edu) **by September 30**. The UAC encourages preparers to perform a self-review of the IER and IEP before submitting using the online form at <https://goo.gl/zYig3k>. Direct questions to [assessment@valdosta.edu](mailto:assessment@valdosta.edu).