

Before beginning to build your assessment plan, it is important to understand its components. In the Planning Module, the individual parts of the assessment plan are referred to as “Plan Items”. To the right, are the components that comprise an Annual Assessment plan. This document provides a brief overview of the **Executive Summary** Plan Item and the information you are asked to provide.

Annual Assessment Plan Components:

1. Mission Statement
2. Goal (optional)
3. Student Learning Outcome
4. Other Outcome
5. Measure and Result
6. Results Driven Action
7. **Executive Summary (optional)**
8. Additional Metrics (optional)

EXECUTIVE SUMMARY PLAN ITEM PROFILE

WHAT IS IT?

The **Executive Summary** Plan Item for the Annual Assessment Report is the Executive Summary. The Executive Summary should be the last component completed. It is an opportunity to reflect on and summarize your year.

WHAT WILL YOU BE ASKED FOR?

Below is a list of fields and their instructions as found in the Planning module.

Executive Summary Name/Theme

This is a short title for the mission and program details entered into this portion of the form.

Executive Summary

Please provide a summary of the assessment findings for your program along with intended action plans for continuous improvement.

Highlights

Please discuss highlights associated with assessment for your program over the past cycle.

Challenges

What impediments or challenges is your unit facing when striving to meet the expected outcomes?

Mitigations

What is within your programs control to mitigate the challenges and impediments?

Resources Needed (if not addressed elsewhere)

Please discuss resources your unit needs in order to better confront challenges expressed above if not discussed elsewhere.

Additional Documents

Linked Documents

Option to link a document from your Document Directory

Plan Item File

Option to upload a single file or folder

Executive Summary Current Cycle Status (dropdown box)

Please indicate your progress towards entering information for the Executive Summary this cycle. "In Progress" indicates you have started adding information but will return to complete at a future date. "Completed" indicates you are finished entering information for this cycle and it is ready for review. Please note this does not reflect your achievement status towards meeting your outcomes, goals, measures, etc.