**Academic Year**: 2013-2014

**Primary Assessment Contact:** Joyce Lopes, Vice President of Administrative Affairs

**Briefly describe where and how are data and documents used to generate this Report being stored:**

Information used to support this report is available to all Administrative Affairs employees on the Trinity server in the Administrative Affairs | PREP folder.

**Executive Summary**

**(Completed by the Division to Summarize Unit Assessment Reports)**

**Outline of the division’s organization structure**

|  |
| --- |
| 1. Business Services 2. Facilities Management 3. University Budget 4. University Police 5. University Center (Commercial Operations areas)   Organization Chart http://www.humboldt.edu/adminaffairs/Downloads/orgchart.pdf |

**Describe how the division’s goals or assessment activities support Humboldt’s Mission and Strategic Plan.**

|  |
| --- |
| *(If the division uses a series of goals, describe how they support the Strategic Plan. If a division uses the Strategic Plan directly, describe how the linkage between unit outcomes is ensured)* |

**Discussion of division’s administrative services assessment process**

|  |
| --- |
| *(Describe the approach to the division’s assessment. For example, were goals chosen for division? Highlight any major success or challenges faced in the process)* |

**Discussion of what the division learned about its overall effectiveness**

|  |
| --- |
| *(Describe the overarching implications. Are there results with budget implications? Are there opportunities for future collaboration?)* |

**Administrative Services Assessment Plan and Report**

***(Completed by Unit)***

Unit/Area:

|  |  |  |  |
| --- | --- | --- | --- |
| **Action or Context** | **Goal** | **Outcome** | **Measure** |
| *(Describe the activity, service or programs to be assessed)*. | *(Only applicable if used by division)* | *(What is the expected result (either operational or strategic))* | *(Describe how the outcome will be assessed)* |
| Results:  *(List all data sources used; describe what the results indicated (citing specific qualitative or quantitative analysis), provide any other relevant information)* | | | |
| Planned Improvement:  *(List specific plans for improving unit or services offered)* | | | |

**Assessment Follow-up Report**

***(Completed by Unit)***

Unit/Area:

|  |  |  |
| --- | --- | --- |
| **Previous Academic Year** | | **Current Academic Year** |
| **Outcomes** | **Planned Improvement** | **Progress on Implementing Improvement** |
|  |  |  |
|  |  |  |
|  |  |  |