

Read before proceeding:

Preparing Your Report:

You do not have editing privileges on this template. Do the following to make a copy for your use:

1. Click **File >> Make a copy**
2. Title your document:
 - *Co-Curricular / Student-Support Assessment Report Summer 2025* <Name of Program or Unit>
 - For example: ***Co-Curricular / Student-Support Assessment Report Summer 2025 Academic Advising Center***

Submitting Your Report:

Reports are due each summer by the end of June.

When you are ready to submit your report, make me an editor of the document and send me a link. I will read your report and follow up with feedback.

—Mark Wicklund, director of assessment

Cal Poly Humboldt Annual Assessment Report for Student-Support Units

Program / Unit:

Author(s):

Date:

Outcomes

Academic Affairs units, please identify which outcome(s) you assessed.

Enrollment Management and Student Success units, please identify which outcome(s) you assessed and describe how the work aligns to the SEM plan.

Artifact and Sample Size

What did you observe or collect for measurement? If your answer diverges from your unit's assessment plan, please explain the change.

Assessment Tool

What tool did you use to measure student learning or impact on students? If your answer diverges from your unit's assessment plan, please explain the change.

Performance

Summarize results, framing the data as you did in your internal discussions (e.g. percentage of students reaching benchmarks, mean scores, categories of qualitative responses, etc.).

Analysis / Discussion

Who was involved in the collection and analysis? How were results shared across the program / unit?
What is staff reaction to the results? If applicable, indicate how performance aligned with goals and expectations. If you identified benchmarks in advance, what percentage met them?
Are staff satisfied with the results?

Closing the Loop

What actions have been taken or will be taken in light of the results? If no action is deemed necessary—or if necessary changes are not possible at this time—please explain.

Evaluation of Assessment

Was the assessment useful, worthwhile? Were there any noteworthy strengths or weaknesses in the process?