Department of Physical Education and Athletic Training

Detailed Assessment Report
2011-2012

Mission / Purpose
The mission of the Department of Physical Education and Athletic Training at the University of West Alabama is to provide our majors an exceptional education which prepares them to be versatile, effective and competent professionals ready to begin careers in P-12 physical education, exercise science, sports management and athletic training.

I. Student Learning Outcomes/Objectives, with Any Associations and Related Measures, Targets, Findings, and Action Plans

A. Goal: Address the major educational, social, cultural, and economic issues.
   Address the major educational, social, cultural, and economic issues of the region and in doing so promote a positive image of the institution and the area.

1. Outcomes: PE majors will possess a broad background of general knowledge.
   Physical Education majors will possess a broad background of general knowledge.

   a. Measure: Physical Education majors will pass the state Alabama Prospective Teacher Testing Program (APTTP) test.
      Physical Education majors will pass the state APTTP test.

      1. Achievement Target:
         80% of Physical Education majors will pass the state APTTP test.

      2. Findings (2011-2012) - Target: Met
         89% (17 of 19) passed part 1 (AM); 100% (16 of 16) passed part 2 (RFI); 100% (17 of 17) passed part 3 (W).

2. Outcome: Majors will possess an acceptable mastery of their content area and professional education
   Physical Education majors will possess an acceptable mastery of their content area and professional education.

   a. Measure: Physical Education majors will pass the State required exit examination
      Physical Education majors will pass the State required exit examination in physical education and professional education.

      1. Achievement Target:
         90% of Physical Education majors will pass the State required exit examination
2. Findings (2011-2012) - Target: Not Met
   16 of 42 (38%) passed the Praxis II exam

3. Action Plans:
   a. Physical Education majors will possess an acceptable mastery of their content area and professional education
      Strategies to improve results at the department and college level are continuing to be discussed with ongoing implementation.
      Established in Cycle: 2009-2010
      Implementation Status: In Progress
      Priority: High
      Implementation Description: Strategies to improve results at the department and college level.
      Responsible Person/Group: Physical Education Faculty

   b. Physical Education majors will possess an acceptable mastery of content area and professional education
      Strategies to improve results will be discussed with faculty.
      Established in Cycle: 2011-2012
      Implementation Status: Planned
      Priority: High
      Implementation Description: Meet with Physical Education Faculty to develop strategies.
      Projected Completion Date: 09/03/2012
      Responsible Person/Group: Physical Education Faculty.

3. Outcome: AT graduates will attain theoretical knowledge and psychomotor skills to pass certification exam
   Graduates of the athletic training program will have attained the theoretical knowledge and psychomotor skill necessary to pass the Board of Certification examination.

   a. Measure: AT graduates will pass the BOC examination on the first attempt
      Athletic Training graduates will pass the BOC examination on the first attempt.

      1. Achievement Target:
         65% of graduates will pass the BOC examination on the first attempt.

      2. Findings (2011-2012) - Target: Not Met
         12 of 14 eligible students took the exam. Of these 12, seven passed on the first attempt for a 58% first attempt pass rate.

      3. Action Plan:
         AT graduates will pass the BOC examination on the first attempt
         Graduates of the athletic training program will have attained the theoretical knowledge and psychomotor skill necessary to pass the Board of Certification examination.
         Established in Cycle: 2011-2012
         Implementation Status: In-Progress
II. Goals and Other Outcomes/Objectives, with Related Measures, Targets, Findings, and Action Plans

A. Goal: Address the major educational, social, cultural, and economic issues of the region.
   Address the major educational, social, cultural, and economic issues of the region and in doing so promote a positive image of the institution and the area.

1. Objective: Faculty will be compensated at the State average
   Faculty will be compensated at the State average.

   a. Measure: Increase salary for faculty
      Increase salary for faculty for three years.

      1. Achievement Target:
         10% increase for three years.

      2. Findings (2011-2012) - Target: Not Met
         0% increase due to state funding limitations. A one time Christmas bonus was provided based upon years of service.

      3. Action Plan:
         Continued awareness of need communicated to administration
         Continued awareness of need communicated to administration and general public as well as state officials
         Established in Cycle: 2011-2012
         Implementation Status: Planned
         Priority: High
         Implementation Description: Increase Higher Education Partnership activities.
         Projected Completion Date: 05/31/2013
         Responsible Person/Group: All faculty

III. Other Plans for Improvement:
    A. Plans In-Progress

    1. Faculty will be involved in professional development
       All faculty advised by department chair of the need for continued professional development.
       Established in Cycle: 2009-2010
       Implementation Status: In Progress
       Priority: High
Implementation Description: Discussion with faculty by Department chair
Responsible Person/Group: R.T. Floyd
Additional Resources Requested: Increase faculty development funds to $600 per full-time faculty
Budget Amount Requested: $1,850.00 (recurring)

2. Physical Education majors will possess a broad background of general knowledge
   Review of program and content being taught by all instructors.
   Established in Cycle: 2009-2010
   Implementation Status: In Progress
   Priority: High
   Implementation Description: Review of program and content being reviewed and taught by all instructors.
   Responsible Person/Group: Physical Education faculty

3. Students will receive quality clinical instruction in athletic training
   Improvements needed in clinical instruction. Two clinical instructors with less than 4.00 in all areas in the spring were not retained. The clinical instructor (graduate assistant) with the highest ratings overall was hired in a full time position to replace one of these two. Another highly recommended clinical instructor was also hired to replace the other position. The first time clinical instructor (graduate assistant) in the spring with low ratings has and will continue to receive further guidance and direction in clinical instruction.
   Established in Cycle: 2009-2010
   Implementation Status: In Progress
   Priority: High
   Implementation Description: Replacement of faculty with new clinical instructors and counseling with first time clinical instructor.
   Responsible Person/Group: R.T. Floyd

4. Increase travel budget
   Increase travel budget line item by $1,000
   Established in Cycle: 2010-2011
   Implementation Status: In Progress
   Priority: High
   Budget Amount Requested: $1,000.00 (recurring)

5. Accreditation Site Visit by CAATE
   Self Study for 2012-2013 CAATE site visit must be submitted by July 1, 2012. This should include the site visit fee which is currently expected to be $2,500.
   Established in Cycle: 2011-2012
   Implementation Status: Planned
   Priority: High
   Additional Resources Requested: $2,500.00
   Budget Amount Requested: $2,500.00 (recurring)

6. Add Service Scholarships for Athletic Training Students
Athletic Training Students in the Professional Component of the Athletic Training Education Program perform a significant amount of service to the University particularly in Athletics, but also to the patients of the UWA Athletic Training & Sports Medicine Center which serves faculty, staff, students and the community. The Athletic Training Staff could not do its job without the assistance of these students. This is somewhat analogous to the Band, Cheerleaders, and UWA Ambassadors. Athletic Training students work approximately 20 hours per week outside of class in providing these services particularly in the afternoons and evenings which leaves minimal time for part-time employment. A 3.00 GPA or above in Athletic Training coursework is required to maintain enrollment and graduation which is one of the highest standards on campus. We request a stepwise scholarship program (fall and spring only) for 10 students per class with unconditional enrollment as a requirement to receive the scholarship. Specifically, this includes $300 per semester for sophomores, $400 per semester for juniors and $500 per semester for seniors.

Established in Cycle: 2011-2012
Implementation Status: In Progress
Priority: High
Implementation Description: Approve funding select students based upon meeting requirements for unconditional admission (3.00 GPA in AT coursework) Award scholarships
Responsible Person/Group: R.T. Floyd
Additional Resources Requested: $24,000 in scholarship funding
Budget Amount Requested: $24,000.00 (recurring)

7. Add Sports Management Graduate Program
Add Sports Management Graduate Program
Established in Cycle: 2011-2012
Implementation Status: In Progress
Priority: High
Implementation Description: (1) Develop Program with consultants (2) visit other programs and potential internship sites (3) obtain program approval implement
Responsible Person/Group: New Sports Management Faculty & R.T. Floyd
Budget Amount Requested: $5,000.00 (recurring)

8. Adjunct EMT faculty
Addition of adjunct faculty to teach 1 section of EMT II during academic year
Established in Cycle: 2011-2012
Implementation Status: In Progress
Priority: High
Implementation Description: (1) Obtain university approval for adjunct funding (2) Schedule and hire adjunct faculty
Responsible Person/Group: R.T. Floyd
Budget Amount Requested: $6,602.00 (recurring)

9. Adjunct funding or in-state tuition waiver for certified athletic training GAs
Utilize adjunct funding for athletic training to supplement 3 existing graduate assistant positions in order to fill with BOC Certified Athletic Trainers. There is a huge demand nationwide for athletic training graduate assistants by athletic departments, clinics, and athletic training education programs, who are BOC certified which creates a very competitive market. It is extremely difficult to secure certified athletic trainers with our existing compensation package which does not include in-state tuition waiver. Unlike graduate assistants for other UWA positions we are expecting and need the athletic training graduate assistants to have a credential (ATC) above the undergraduate degree. Funding to provide in-state tuition for three graduate assistants would significantly assist in our recruitment efforts. Assuming each of three graduate assistants enrolls in 18 hours per academic year (9 in fall, 9 in spring), funding is requested for 54 hours at $265.00 per credit hour ($14,310). The balance is requested to pay for books ($1,015), general academic fees ($150), state licensure fees ($525), and continuing education expenses (variable).

Established in Cycle: 2011-2012
Implementation Status: In Progress
Priority: High
Implementation Description: Obtain university approval for adjunct funding. Advertise positions as appropriate Interview candidates and fill positions.
Responsible Person/Group: R.T. Floyd
Budget Amount Requested: $16,000.00 (recurring)

10. Assistant Athletic Trainer/Physical Education Instructors
Obtain additional funding for 2 full-time Assistant Athletic Trainer/Physical Education Instructor positions & fill. $36,903.85+ $12,916 at 35% benefits x 2 = $99,639.70. As per CAATE standards, students can no longer travel to provide first responder and athletic training services. Women's Soccer will begin competition in the fall of 2011. Current demands for athletic training services by athletics and cheerleading along with the increased need for clinical supervision of athletic training exceeds the capability of existing athletic training staff. Failure to continue providing athletic training services for cheerleading and athletic teams for travel will result in decreased care, increased liability for UWA as well as increased medical expense. Furthermore, we had the most students (45) ever accepted into the professional component of our program in the fall of 2010 and by all indications from prospective students, campus visits and inquiries, expect this to continue for 2011.

Established in Cycle: 2011-2012
Implementation Status: In Progress
Priority: High
Implementation Description: (1) Obtain university approval for position (2) Advertise positions as appropriate Interview candidates and fill positions. (3) Begin contract.
Responsible Person/Group: R.T. Floyd
Budget Amount Requested: $99,639.00 (recurring)

11. Athletic Training Program promotional magazine
Development and publication of Athletic Training Program promotional magazine
Established in Cycle: 2011-2012
Implementation Status: In Progress
Priority: Medium
Implementation Description: (1) Assimilation of information (2) Design
Publication
Responsible Person/Group: R.T. Floyd & Athletic Training Faculty
Budget Amount Requested: $500.00 (recurring)

12. Conduct Athletic Training Alumni reunion
Conduct Athletic Training Alumni reunion
Established in Cycle: 2011-2012
Implementation Status: In Progress
Priority: High
Implementation Description: (1) Update Alumni database (2) Develop plans
& issue invitations (3) Conduct event
Responsible Person/Group: ATEP Faculty
Budget Amount Requested: $1,000.00 (recurring)

13. Establish athletic training position in an area secondary school
Establish athletic training position in an area secondary school
Established in Cycle: 2011-2012
Implementation Status: In Progress
Priority: High
Implementation Description: (1) Evaluate area resources & identify key
personnel (2) Meet with key personnel & develop strategic plan (3) Secure local
funds and advertise position (4) Assist in hiring athletic trainer
Responsible Person/Group: R.T. Floyd & Athletic Training Faculty
Budget Amount Requested: $1,000.00 (recurring)

14. Establish on-campus sports medicine fellowship trained family practice
physician
Establish on-campus sports medicine fellowship trained family practice
physician
Established in Cycle: 2011-2012
Implementation Status: In Progress
Priority: High
Implementation Description: Identify and recruit physician /Develop
contract / Secure and develop on campus facility / Begin services
Responsible Person/Group: R.T. Floyd
Budget Amount Requested: $120,000.00 (recurring)

15. Graduate assistant athletic trainer for Outreach Athletic Training Services
Obtain external funding sources to hire graduate assistant athletic trainer for
Outreach Athletic Training Services
Established in Cycle: 2011-2012
Implementation Status: In Progress
Priority: High
Implementation Description: Identify and develop potential funding sources/
Secure funding / Advertise position as appropriate / Interview candidates and fill
positions / Initiate outreach services
Responsible Person/Group: R.T. Floyd & Institutional Advancement
Budget Amount Requested: $10,000.00 (recurring)

16. **Hire Sports Management Faculty Position**
   Hire Sports Management Faculty Position
   Established in Cycle: 2011-2012
   Implementation Status: In Progress
   Priority: High
   Implementation Description: Establish Position Vacancy Advertise Hire
   Responsible Person/Group: R.T. Floyd & Committee
   Budget Amount Requested: $55,000.00 (recurring)

17. **Increase Physical Therapy & Athletic Training services to 4 days a week**
   Increase existing Assistant Athletic Trainer Clinical Instructor in Physical Therapy & Athletic Training services to four days a week
   Established in Cycle: 2011-2012
   Implementation Status: In Progress
   Priority: Medium
   Implementation Description: Increase marketing and PR Increase staff availability
   Responsible Person/Group: Champion Sports Medicine

18. **Massage therapy services to UWA community**
   Secure contractual arrangement with external sources to provide massage therapy services to UWA community
   Established in Cycle: 2011-2012
   Implementation Status: In Progress
   Priority: Low
   Implementation Description: Identify and develop potential service provider Develop contract Secure and develop on campus facility Begin services
   Responsible Person/Group: R.T. Floyd & Athletic Training Faculty
   Budget Amount Requested: $1,000.00 (recurring)

19. **Obtain additional funding for 1 full-time secretary**
   Obtain additional funding for 1 full-time secretary for athletic training education and service program. A significant amount of clerical work is not getting done with existing staff and work study in the area of athletic training to the point that patient records/documentation and major program records documentation is severely lacking and attempts to do so is interfering with the other major responsibilities (teaching, patient care, & administration) of faculty and staff.
   Established in Cycle: 2011-2012
   Implementation Status: In Progress
   Priority: High
   Additional Resources Requested: $19,240 + $5,964 at 31% benefits
   Budget Amount Requested: $25,000.00 (recurring)

20. **Physical Education majors will possess an acceptable mastery of content area and professional education**
   Strategies to improve results will be discussed with faculty.
   Established in Cycle: 2011-2012
Implementation Status: In-Progress
Priority: High
Implementation Description: Meet with Physical Education Faculty to develop strategies.
Responsible Person/Group: Physical Education Faculty
Additional Resources Requested: 0

21. Prepare and submit Athletic Training Self Study for reaccreditation
Thoroughly review all courses, syllabi, credit hours, standards, prerequisites, clinical experiences, as well as program outcomes to develop and finalize our self study to prepare for on-site reaccreditation visit
Established in Cycle: 2011-2012
Implementation Status: In Progress
Priority: High
Responsible Person/Group: Athletic Training faculty
Budget Amount Requested: $500.00 (recurring)

22. Provide Emergency Medical Responder 3 hour course
Provide Emergency Medical Responder 3 hour course
Established in Cycle: 2011-2012
Implementation Status: In Progress
Priority: Medium
Implementation Description: Determine final standards and obtain course approval Obtain adjunct funding Teach course
Responsible Person/Group: R.T. Floyd
Budget Amount Requested: $1,238.00 (recurring)

23. Refurbish athletic training treatment & taping tables in Homer Field House & Pruitt Hall
Refurbish athletic training treatment & taping tables in Homer Field House & Pruitt Hall
Established in Cycle: 2011-2012
Implementation Status: In Progress
Priority: Medium
Implementation Description: Develop refurbishment plans Implement plan and complete
Responsible Person/Group: R.T. Floyd
Budget Amount Requested: $2,000.00 (recurring)

24. Replace and upgrade rehab equipment
Replace and upgrade rehab equipment
Established in Cycle: 2011-2012
Implementation Status: In Progress
Priority: High
Implementation Description: Review needs & prioritize Explore external funding support Obtain/Purchase equipment
Budget Amount Requested: $5,000.00 (recurring)
25. Revise & implement new medical recordkeeping system
Thoroughly review, revise, and implement new medical recordkeeping system
**Established in Cycle:** 2011-2012
**Implementation Status:** In Progress
**Priority:** Medium
**Implementation Description:** Review existing system and challenges
Develop strategic plan to address concerns Implement new system
**Responsible Person/Group:** R.T. Floyd & Athletic Training Faculty
**Budget Amount Requested:** $1,000.00 (recurring)

26. Revision of Physical Education Exercise Science Curriculum
Thoroughly review all courses, syllabi, credit hours, standards, prerequisites, and offerings to ensure that we are teaching the appropriate content in the correct manner to best suit the needs of our students to prepare them for careers in exercise science
**Established in Cycle:** 2011-2012
**Implementation Status:** In Progress
**Priority:** High
**Implementation Description:** Complete review. Discuss needed changes. Propose changes. Refine changes. Obtain approval at department, college, and university level.
**Responsible Person/Group:** Physical Education Faculty
**Budget Amount Requested:** $0.00 (no request)

26. Revision of Physical Education Sports Management Curriculum
Thoroughly review all courses, syllabi, credit hours, standards, prerequisites, and offerings to ensure that we are teaching the appropriate content in the correct manner to best suit the needs of our students to prepare them for careers in sports management
**Established in Cycle:** 2011-2012
**Implementation Status:** In Progress
**Priority:** High
**Implementation Description:** Complete review. Discuss needed changes. Propose changes. Refine changes. Obtain approval at department, college, and university level.
**Responsible Person/Group:** Physical Education Faculty
**Budget Amount Requested:** $0.00 (no request)

27. Revision of Physical Education Teacher Education Curriculum
Thoroughly review all courses, syllabi, credit hours, standards, prerequisites, and offerings to ensure that we are teaching the appropriate content in the correct manner to best suit the needs of our students to prepare them for careers in Physical Education teaching.
**Established in Cycle:** 2011-2012
**Implementation Status:** In Progress
**Priority:** High
**Implementation Description:** Complete review. Discuss needed changes. Propose changes. Refine changes. Obtain approval at department, college, university and state level.
Responsible Person/Group: Physical Education Faculty
Budget Amount Requested: $0.00 (no request)

28. Secure joint cadavers for dissection in class
   Established in Cycle: 2011-2012
   Implementation Status: In Progress
   Priority: Medium
   Implementation Description: Research suppliers & regulations Purchase cadavers Utilize in class
   Responsible Person/Group: R.T. Floyd
   Budget Amount Requested: $1,500.00 (recurring)

29. Seek external funding for Wellness Program
   Established in Cycle: 2011-2012
   Implementation Status: In Progress
   Priority: High
   Implementation Description: Secure adjunct faculty to provide release time Research possible grants/funding sources Obtain application materials Determine best sources to which we should apply Complete application(s) and submit
   Responsible Person/Group: Dr. Natasha Satcher, PEAT Faculty & OSP
   Budget Amount Requested: $3,714.00 (recurring)

IV. Analysis Questions and Analysis Answers

A. What specific strengths did your assessments show? (Strengths)
   Improvements in the passing rate on the state APTTP test by Physical Education majors were made.

B. What specific weaknesses or challenges did your assessments show? (Weaknesses)
   The Department of Physical Education and Athletic Training did not accomplish our objectives regarding Physical Education majors passing the State required exit examination. The Department of Physical Education and Athletic Training did not accomplish our objectives regarding Athletic Training majors reaching the desired first time passing rate on the BOC exam. We did not receive a 10% increase in faculty compensation.

C. What plans were implemented?
   1. Conversion of Physical Education Exercise Science emphasis to Exercise Science major. 2. Addition of adjunct faculty to teach 1 section of EMT II during academic year 3. Increase existing Assistant Athletic Trainer Clinical Instructor in Physical Therapy & Athletic Training services to 4.5 days a week. 4. Provide pre-participation physical examinations for approximately 220 high school and junior high athletes. 5. Conduct "Preventing Catastrophic Injury in High School Athletics," an educational symposium for parents, coaches, administrators, physicians and related health care personnel. 6. The Athletic Training Faculty & Staff conducted the 2nd Biennial Athletic Training Reunion. 7. Conversion of

D. What plans were not implemented?
1. Increase faculty salaries by 10%. 2. Increase faculty development funds to $600 per full-time faculty. 3. Increase travel budget line item by $1,000. 4. Develop line item for technology expenses. 5. Homer Field House & Pruitt Hall renovation to provide separate office space for existing athletic training faculty, conference room, full time secretary and rehab equipment. 6. Utilize adjunct funding for athletic training to supplement 3 existing graduate assistant positions in order to fill with BOC Certified Athletic Trainers. 7. Seek external funding for Wellness Program. 8. Secure joint cadavers for dissection in class. 9. Obtain external funding sources to provide athletic training scholarships. 10. Establish on-campus sports medicine trained family practice physician. 11. Secure contractual arrangement with external sources to provide massage therapy services to UWA community. 12. Thoroughly review, revise, and implement new medical record keeping system. 13. Provide Emergency Medical Responder 3 hour course. 14. Development and publication of Athletic Training Program promotional magazine. 15. Add area physicians and allied health providers to Athletic Training Clinical Faculty.

E. How will assessment results be used for continuous improvement?
Department of Physical Education and Athletic Training will review the results to determine if the same or different approaches need to be utilized to improve all aspects of our program. We will also look for additional opportunities to improve our programs and review our strategies and priorities.

V. Annual Report Section Responses

A. Key Achievements
Addition of Assistant Athletic Trainer/Instructor position. Conversion of Physical Education Exercise Science emphasis to Exercise Science major. Plans finalized for renovation of Livingston High School Gymnasium to house Physical Education faculty and classes. Conversion of Physical Education Instructor level position to tenure track position.

B. Public/Community Service
Provide pre-participation physical examinations for approximately 220 high school and junior high athletes. Conduct "Preventing Catastrophic Injury in High School Athletics," an educational symposium for parents, coaches, administrators, physicians and related health care personnel.
<table>
<thead>
<tr>
<th>Item</th>
<th>Approved</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>Goals</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Outcomes/Objectives</td>
<td>YES</td>
<td>Need to correct typos</td>
</tr>
<tr>
<td>Objectives</td>
<td>YES</td>
<td></td>
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<tr>
<td>Measures</td>
<td>YES</td>
<td>Correct typos</td>
</tr>
<tr>
<td>Achievement Targets</td>
<td>YES</td>
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</table>

Goals are broad statements describing what the unit wants to accomplish. Goals relate to both the unit’s mission and the University's mission. The goal(s) is stated as the University goal(s) a unit is attempting to meet.

Outcomes and objectives are statements that describe in some detail what the unit plans to accomplish. Outcomes/objectives are associated with all applicable goals, strategic plans, standards, and institutional priorities.

Objectives are active-verb descriptions of specific points or tasks the unit will accomplish or reach. Outcomes are active-verb descriptions of a desired end result related to student learning and the unit’s mission.

Measures are statements to judge success in achieving the stated outcome or objective. Measures contain information on the type of evidence and assessment tool that a unit will use to verify if stated outcome/objective has been met.

Achievement targets are the thresholds that the measures must meet for the unit to determine that it has been successful in meeting its specified outcomes/objectives. Achievement targets are measurable statements.
<table>
<thead>
<tr>
<th>SELF-STUDY</th>
<th>Approved</th>
<th>Remarks</th>
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<tbody>
<tr>
<td><strong>Findings</strong></td>
<td>YES</td>
<td>Findings are indications whether an outcome/objective was met or not. Findings are put into the system under each achievement target. Findings include an interpretation of results, possible uses of results, reflection on problems encountered, indicated improvements/changes and strengths or weaknesses.</td>
</tr>
<tr>
<td>Action Plans</td>
<td>YES</td>
<td>Action plans are detailed plans created by the unit to meet an outcome/objective that was only partially met or not met or to make improvement to those outcomes/objectives that were met but still need some strengthening. The plan includes a projected completion date, implementation description, responsible person(s)/group, resources required, and budget amount (if applicable).</td>
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<tr>
<td>Action Plans</td>
<td>YES</td>
<td>Action plans created in previous cycles have been updated with implementation notes.</td>
</tr>
<tr>
<td>Annual Report</td>
<td>YES</td>
<td>The Annual Report section contains information on key achievements, faculty and/or staff achievements, and community/public.</td>
</tr>
<tr>
<td>Analysis Report</td>
<td>YES</td>
<td>The unit has reflected on and created narratives for each of the following areas: specific strengths and progress made on outcomes/objectives, specific weaknesses or challenges, plans that were and were not implemented, and how assessment results will be used for continuous improvement.</td>
</tr>
</tbody>
</table>

Approved by: [Signature of Dean or Vice President]  
Date: 7/27/12

Received by OIE: [Signature of Coordinator of Planning and Assessment]  
Date: 8-10-12