Mission / Purpose
The Honors Program, a part of the curriculum of The University of West Alabama, exists to give participating honors students an enhanced academic experience during their time as undergraduates. The program consists primarily of a series of rigorous general courses together with a more specialized senior thesis or culminating project/presentation in the student's major field of study. The Honors education also includes participation in a variety of extracurricular cultural and intellectual activities. Being an Honors student means regular exposure to ideas that stimulate, strengthen, and broaden the mind through classes, organized activities, and informal social interaction with other intellectually curious and highly motivated students.

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

A. Goal: Address the major educational 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: Recruit and retain academically superior students
Recruit and retain academically superior students (a core freshman group of at least 30 students with a retention percentage of at least 20% [six students completing all Honors Program requirements and graduating as Honors Scholars] by the senior year)

a. Measure: Develop supportive community
Develop a diverse, inspiring, and supportive community of like-minded students and innovative, creative faculty. Procedures for developing this community include: (1) planning joint recruitment events with Admissions and Alumni Affairs, (2) mailing program information to prospective students, (3) updating and maintaining a program website, (4) inviting faculty members to events and activities, and (5) recruiting one or two faculty members from each College each semester for speaking engagements and team-taught courses.

1. Achievement Target:
Procedures for developing this community include: (1) planning joint recruitment events with Admissions and Alumni Affairs, (2) mailing program information to prospective students, (3) updating and maintaining a program website, (4) inviting faculty members to events and activities, and (5) recruiting one or two faculty members from each College each semester for speaking engagements and team-taught courses.

2. Findings (2011-2012) - Target: Met
Honors students participated in Admissions and Alumni Affairs recruitment events, such as attending the Tuscaloosa County UWA Alumni Chapter
dinner and assisting with area College Fairs. (2) Prospective Honors-eligible students received electronic communications (which are more cost effective than postal mailings) about the Honors Program, including requirements, benefits, and course offerings. (3) The new website will be launched in Fall 2012 in accordance with university-wide specifications; photographs and content areas were edited and prepared for application. (4) Several UWA faculty members participated in numerous Honors events: Dr. Richard Schellhammer, Dr. Mark Davis, Mr. Arthur Grothe, and Dr. David Taylor visited the Fall Honors Forum to deliver lectures; many faculty members also attended the Fall Honors Cookout and the Fall Honors Colloquium with Dr. Venkat Sharma as the guest speaker. (5) Faculty members from the College of Liberal Arts, the College of Education, and the College of Natural Sciences and Mathematics presented lectures both to Honors students and at Honors-sponsored university/community events; Dr. Richard Schellhammer and Dr. Lesa Shaul (Languages and Literature) team-taught an Honors Special Topics course entitled "The Italian Renaissance" in SP 2012 for second-year Honors students.

b. Measure: Retain Honors students
Retain students who enroll in Honors program

1. Achievement Target:
Retain 50% of Honors students from the first-year enrollment to the second-year enrollment with the ultimate goal of retaining at least 20% of Honors students by the senior year.

2. Findings (2011-2012) - Target: Met
The goal of retaining 50% of Honors students from the first-year enrollment to the second-year enrollment was achieved; as for senior-year retention, the goal of retaining at least 20% of Honors students in the senior year was achieved. Of the 20 entering freshmen in fall 2008, 6 completed the program and graduated in May 2012 as Honors Scholars.

3. Action Plans:
   a. Higher Admission Standards for Honors Program
Based on the findings of the Honors Program director and the UWA Deans' Council, the standardized test scores required for admission to the UWA Honors Program will be raised to ensure increased retention and graduation rates. For example, rather than the baseline composite score of 22 on the ACT (a score lower than that required by honors programs/colleges at comparably sized institutions), the composite score of 24 will be required for admission to the UWA Honors Program. Subscores (English, math, science, reading) will undergo a commensurate increase.

Established in Cycle: 2010-2011
Implementation Status: Finished
Priority: High
Implementation Description: Upon approval by the Deans' Council and inclusion in the 2011-2012 undergraduate catalog, this change will be implemented.
Projected Completion Date: 08/07/2011  
Responsible Person/Group: Dr. Lesa Shaul  
Budget Amount Requested: $0.00 (no request)

b. Tracking of students' progress in the Honors Program
In order to effectively track the retention of Honors students in the program, a bi-annual report will be completed by the faculty mentors involved in each student's thesis/senior project.
Established in Cycle: 2010-2011  
Implementation Status: In-Progress  
Priority: High  
Implementation Description: Mentors will submit reports to the director at the midterm and end of each semester; these reports will describe the student's progress and offer direction for further research and/or writing.  
Responsible Person/Group: Dr. Lesa Shaul, Director of UWA's Honors Program, and the faculty mentors of students engaged in research projects.  
Additional Resources Requested: Copy services  
Budget Amount Requested: $0.00 (no request)

c. Measure: Expose students to various cultural experiences
Honors Program members will attend cultural events (museum visits, arts festivals and exhibitions, book and film lectures, etc.) over the course of one academic year.

1. Achievement Target:
Over the course of the academic year, the students in UWA's Honors Program will participate in a number of cultural activities. During the 2011 fall semester, the students will go on an overnight trip to a location of cultural or artistic interest; for example, in the fall of 2011, Honors students will travel to Nashville to tour various points of interest throughout the city and surrounding areas. In the spring semester, the students will travel to Montgomery to attend a play at the Alabama Shakespeare Festival. In addition to these travels, the students will also attend various cultural events on campus and around the area.

2. Findings (2011-2012) - Target: Met
The members of UWA's Honors Program participated in a number of cultural activities throughout the 2011-2012 academic year. These events included two plays at the Alabama Shakespeare Festival; several Sumter County Fine Arts Council performances; a weekend trip to Nashville, TN, to visit various sites of cultural, artistic, and historical importance; the Black Belt Symposium on the UWA campus; a Common Book Experience (*The Immortal Life of Henrietta Lacks*, by Rebecca Skloot) that culminated in an Honors Symposium with guest speaker Dr. Venkat Sharma; and a Literary Odyssey to Asheville, NC, to visit various sites of cultural and literary interest.
3. **Action Plan:**

**Cultural Enhancement Activities**
The students in UWA’s Honors Program will continue to participate in a number of cultural activities. During the fall semester, the students will go on one overnight trip to a location of cultural or artistic interest; for example, in the fall of 2011, Honors students will travel to attend a play at the Alabama Shakespeare Festival and tour other sites of interest. In addition to this proposed trip, the students also attended various cultural events on campus and around the area. Dr. Richard Schellhammer and Dr. Lesa Shaul are working on an overseas trip to Florence and Rome for the summer of 2012.

**Established in Cycle:** 2010-2011  
**Implementation Status:** Finished  
**Priority:** High  
**Implementation Description:** Dr. Richard Schellhammer and Dr. Lesa Shaul plan to investigate study abroad opportunities for Honors students after the end of the spring semester.  
**Projected Completion Date:** 06/29/2012  
**Responsible Person/Group:** Dr. Richard Schellhammer and Dr. Lesa Shaul

**Additional Resources Requested:** Funding will be needed to supplement any financing (personal or financial aid) that the participating students are asked to submit.

**Budget Amount Requested:** $30,000.00 (recurring)

2. **Objective:** Provide effective advising  
Complement enhanced course offerings with effective advising.

a. **Measure:** Student advising will be effective  
Students completing the Student Satisfaction Survey for Honors students will indicate the advisor's role in helping the students plan their coursework helped to strengthen the student/faculty bond.

1. **Achievement Target:**  
100% of Honors students will indicate satisfaction with advisors.

2. **Findings (2011-2012) - Target: Not Met**  
No formal survey of Honors students' satisfaction with advising was conducted during the 2011-2012 cycle. Since the Honors Program does not handle advising (rather, advising takes place within the students' respective degree-granting colleges), any satisfaction surveys would need to be conducted by these colleges.

3. **Action Plan:**  
**Advising of Honors Students**  
Because all advising of Honors students takes place within the students' respective degree-granting colleges, the plan to assess student satisfaction with advising will be terminated. All students take separate surveys concerning advising satisfaction; thus, such a plan is not relevant with the province of the Honors Program.
3. Objective: Supplement coursework with research, internship, artistic, service, scholarly, and other opportunities
Supplement coursework with research, internship, artistic, cultural, service, scholarly, and other opportunities.

a. Measure: Honors students will gain admission to graduate and professional programs
Honors students will gain admission to graduate and professional programs.

1. Achievement Target:
50% of graduating Honors students will gain admission to graduate and professional programs.

2. Findings (2011-2012) - Target: Met
Almost all of the graduating Honors Program members in spring 2012 gained admission to graduate programs. Of the six graduating Honors seniors, one student was admitted to the pharmacy program at Auburn University; one student was admitted into the master's program in psychology at the University of South Florida; one student was admitted into the master's program in environmental science/biological sciences at Mississippi State University; one student was admitted into the master's program in marine biology at Texas A&M University--Corpus Christi; and one student was admitted into the master's of fine arts (creative writing concentration) program at the University of Tennessee. The remaining Honors graduate plans to seek employment in her field. The plan to prepare graduating Honors students for graduate school admission was highly successful.

b. Measure: Honors juniors and seniors will receive assistance with applications
Honors juniors and seniors will attend workshops and help sessions to assist with graduate/med/law school applications.

1. Achievement Target:
At least 50% of Honors Program juniors and seniors will attend workshops and/or help sessions

2. Findings (2011-2012) - Target: Met
This target was not only met but exceeded--100% of Honors Program juniors and seniors attended group or individual preparatory sessions to assist with GRE testing and application completion. Faculty in all colleges helped students with the graduate school application process, including the writing and revision of statements of purpose, compiling letters of recommendation, and crafting the application package.
3. Action Plans:
   a. Investigate collaboration for professional preparation for students
      The program director has investigated how collaboration between academic departments and the Honors Program can best benefit the students; the various colleges have supplied information concerning specific details for respective field-related professional preparation.
      **Established in Cycle:** 2009-2010
      **Implementation Status:** Finished
      **Priority:** High
      **Implementation Description:** The program director met with deans and department chairs to find out the needs for professional development among their majors.
      **Projected Completion Date:** 05/11/2012
      **Responsible Person/Group:** Dr. Lesa Shaul
      **Additional Resources Requested:** The program director is working with a colleague on a grant through Phi Kappa Phi to supply resources. The program will also need transportation and registration fees for off-campus resources.
      **Budget Amount Requested:** $500.00 (recurring)

   b. Workshops for standardized graduate admissions exams
      Plans are in the works for GRE/LSAT/MCAT/GMAT prep courses for rising seniors (including Honors students) who intend to apply for graduate/professional programs. These workshops are being planned by Dr. Amy Jones in the College of Liberal Arts.
      **Established in Cycle:** 2010-2011
      **Implementation Status:** Finished
      **Priority:** High
      **Implementation Description:** Dr. Amy Jones in the College of Liberal Arts is seeking grant opportunities for holding prep workshops.
      **Projected Completion Date:** 05/03/2012
      **Responsible Person/Group:** Dr. Lesa Shaul
      **Budget Amount Requested:** $0.00 (no request)

   c. Measure: Expose students to various cultural experiences
      Honors Program members will attend cultural events (museum visits, arts festivals and exhibitions, book and film lectures, etc.) over the course of one academic year.
      1. Achievement Target:
         In conjunction with the junior-level HR 307 courses in which Honors students in their third year of the program's plan work with a faculty mentor on project to be completed during their senior year, all participating students will supplement their degree-oriented coursework with one-on-one research involving a topic selected by their mentor. This research will be in conjunction with the students' regular coursework, leading to an enhanced approach within their chosen majors.
      2. Findings (2011-2012) - Target: Met
         During the 2011-2012 academic year, all juniors participating in HR 307
(Honors Mentored Studies) worked closely with their respective faculty mentors to formulate their Honors theses/projects. At the end of each semester, all faculty mentors submitted reports detailing their work with the students; these reports outlined student progress and offered direction for completion of the thesis/project. All HR 307 students completed their mentored research to their mentors' satisfaction and earned As for the course.

4. Objective: Diverse Experiences
Expose high-achieving students to a variety of diverse cultural events and academic conferences, thereby broadening their social and global navigability.

a. Measure: Expose students to various cultural experiences
Honors Program members will attend cultural events (museum visits, arts festivals and exhibitions, book and film lectures, etc.) over the course of one academic year.

1. Achievement Target:
As part of the objective to expose students to various cultural experiences, a diversity of events will be planned and executed involving 100% of the students involved in the UWA Honors Program.

2. Findings (2011-2012) - Target: Met
100% of students involved in the UWA Honors Program participated in planned cultural events, which were diverse in scope and included all disciplines.

b. Measure: Create service opportunities
Honors Program members will be involved in outreach or service projects.

1. Achievement Target:
75% of Honors Program members will be involved in outreach or service projects on campus or in the Black Belt region.

2. Findings (2011-2012) - Target: Met
75% of Honors Program members were involved in outreach and/or service projects on campus and throughout the Black Belt region. 12 Honors Program members participated in area-wide events associated with the national Read Across America program in February, visiting area elementary schools and reading age-appropriate books to classrooms. All Honors freshmen participated in various service projects on campus, such as working in the Black Belt Garden, cleaning up litter along area roadways, and assisting Mr. Arthur Grothe (UWA Theatre Director) with stage props for campus theater productions. All Honors Program members contributed to a canned food drive held in fall 2011. Most notably, 6 members of the Honors Program served as mentors for area middle-school students in a Big Read project associated with the 2012 Black Belt Symposium--18 middle-school students from area schools read the book *Leaving Gee's Bend* by Irene Latham under the guidance of these Honors Mentors, and during the Symposium the mentors and middle-school students attended a private luncheon with Irene.
Latham during which she gave a presentation about her novel and authorship in general. The Honors mentors and their mentees also prepared a "quilt" to present to the author during her visit.

3. Action Plan:
   Additional Service and Outreach Projects
In conjunction with the Office of Student Life and the Center for the Study of the Black Belt, the Honors Program plans to create additional service and outreach projects on campus and around the area. The Committee for Service Learning is in the process of seeking opportunities for all students on campus, and Honors students will have a service project as part of the program requirements.

   Established in Cycle:  2010-2011
   Implementation Status:  Finished
   Priority:  High
   Implementation Description:  Create service learning opportunities for Honors students on campus and around the area.
   Projected Completion Date:  05/03/2012
   Responsible Person/Group:  Dr. Lesa Shaul, Dr. Tina Jones, and Dr. Russ Davis
   Additional Resources Requested:  Transportation, necessary materials for specific projects
   Budget Amount Requested:  $500.00 (recurring)

   c. Measure:  Mentor students in competing for enhanced academic opportunities
Honors Program members will attend discipline-related academic conferences or compete for study-abroad programs or off-campus internships.

   1. Achievement Target:
20% or more of Honors Program members will attend discipline-related academic conferences or compete for study-abroad programs or off-campus internships.

   2. Findings (2011-2012) - Target: Met
Several Honors Program members attended discipline-related academic conferences and participated in off-campus internships during the 2011-2012 academic year. Seven Honors students presented posters at the Alabama Academy of Sciences conference; five Honors students presented their thesis/projects at the Spring Honors Colloquium. Two Honors seniors served as interns at the Oakmulgee Wildlife Management Area; one Honors senior conducted field work at the Dauphin Island Sea Lab and at the Coastal and Marine Management and Conservation Lab in Corpus Christi, TX. Four Honors Program members traveled to Italy in May 2012 as part of an EF College Study Tour.

II. Other Plans for Improvement:

   A. Foster interaction between Honors Program members and International Program members
Since one of the goals of the Honors Program is to increase student exposure to various domestic and international cultures, the Honors Program will sponsor events encouraging interaction between Honors Program members and International Program members.

Established in Cycle: 2011-2012
Implementation Status: Finished
Priority: High
Implementation Description: Host a variety of social and academic events that fosters a relationship between Honors and International students. Such events include social mixers, mutually relevant guest speakers, travel to local venues such as museums and theaters, and study breaks.
Projected Completion Date: 05/11/2012
Responsible Person/Group: Dr. Lesa Shaul, Ms. Mary Pagliero, and Mr. John Key (director of International Programs)
Additional Resources Requested: Funding is needed for food, film series showings, guest speakers, and travel to local venues.
Budget Amount Requested: $500.00 (recurring)

B. Increase Honors faculty/student interaction
Honors Study Breaks at the end of the fall and spring semesters Fall Honors Picnic at Lake LU
Established in Cycle: 2011-2012
Implementation Status: Finished
Priority: High
Implementation Description: Hold faculty/student receptions in the fall of each semester and at the end of each semester
Responsible Person/Group: Dr. Lesa Shaul
Additional Resources Requested: Honors Study Breaks at the end of the fall and spring semesters ($100.00 for refreshments and supplies); Honors Fall Picnic at Lake LU ($300.00 for food)
Budget Amount Requested: $400.00 (recurring)

C. Recruit and retain academically superior students
Funding for recruitment Honors Orientation Honors Development Incentives
Established in Cycle: 2011-2012
Implementation Status: Finished
Priority: High
Implementation Description: Travel and clerical expenses for recruitment; expenses for Honors Orientation (information packets, lodging for an additional night during Orientation, food for Orientation dinner); Honors Development Incentives will cost $1000.00
Projected Completion Date: 05/11/2012
Responsible Person/Group: Dr. Lesa Shaul
Additional Resources Requested: •Funding for recruitment ($300.00—includes travel, mailing supplies and postage for Honors Program information, recruitment events in collaboration with various colleges and the Office of Alumni Affairs, and teacher incentives) •Honors Orientation ($500.00 for dinner as well as information folders provided for approximately 35 recruits) •Honors Development Incentives ($1000.00 per academic year to assist students by offsetting costs of taking admissions tests and applying to graduate and professional programs; $500.00 per
D. Supplement coursework
Supplement coursework with research, internship, artistic, service, scholarly, and other opportunities. Honoraria and travel expenses for guest lecturers; stipends for team-taught classes.

Established in Cycle: 2011-2012
Implementation Status: In-Progress
Priority: High
Implementation Description: Funding will be needed to bring guest lecturers to campus as well as to provide stipends for campus instructors who team-teach Honors classes.
Projected Completion Date: 05/11/2012
Responsible Person/Group: Dr. Lesa Shaul
Additional Resources Requested: Supplement coursework with research, internship, artistic, service, scholarly, and other opportunities • Honoraria and travel expenses for guest lecturers ($200.00 apiece for 2 lecturers per semester for a year total of $800.00) • Stipends for team-taught classes ($800.00 for spring semester only [HR 200])
Budget Amount Requested: $1,800.00 (recurring)

E. Travel to cultural events and locations
As part of the UWA Honors Program's goals, Honors students will be required to participate in at least three (3) cultural events over the course of the academic year.

Established in Cycle: 2011-2012
Implementation Status: Finished
Priority: High
Implementation Description: Travel arrangements will be scheduled throughout the academic year.
Projected Completion Date: 05/11/2012
Responsible Person/Group: Dr. Lesa Shaul, Director of the UWA Honors Program
Additional Resources Requested: • Fall trip to off-campus site for 2 nights for 40 students with 10 faculty chaperones (5 @ $300.00—transportation, lodging, one or more tours, meals) = $13,000.00 • The annual trip to the Alabama Shakespeare Festival in Montgomery, Alabama, during the spring semester ($1000.00 for charter bus; $600.00 for event tickets; total $1600.00). • Other trips off campus to events in Birmingham, Meridian, and Tuscaloosa ($400.00) • Total for this category = $15,000.00
Budget Amount Requested: $15,000.00 (recurring)

III. Analysis Questions and Analysis Answers

A. What specific strengths did your assessments show? (Strengths)
The plans for the Honors Program during the 2011-2012 academic year revealed many strengths. The program produced an unprecedented number of seniors who remained in the program throughout their undergraduate careers, completed all requirements for the Honors Program, submitted the final Honors thesis/projects, and graduated as Honors Scholars (designated on their transcripts and diplomas).
The members of the program were very active in cultural activities and service projects. Faculty interaction with Honors Program members increased significantly, both in terms of lectures and special programs and in terms of social/cultural activities. With the implementation of new tracking software in the Admissions office, the Honors Program director has had tremendous success in recruiting potential Honors students; these recruits have had, on average, ACT composite scores up to 8 points higher than past recruitment cohorts.

B. What specific weaknesses or challenges did your assessments show?  
(Weaknesses)
Tracking student satisfaction with advising (among Honors Program members) turned out to be unnecessary. The Office of Institutional Effectiveness has its own instruments for gauging student advising satisfaction, and since Honors Program members have advisors within their respective degree-granting colleges, advising falls outside the province of the Honors Program.

C. What plans were implemented? 
The plans to increase student involvement in on-campus/off-campus service opportunities that were implemented during the 2011-2012 academic year were highly successful. Plans for cultural activities both on and off campus were implemented with great enthusiasm and success, and the annual Honors Symposium will continue to be a part of UWA campus life, not only for Honors students, but also for the general student population and the surrounding community. Increased faculty involvement in Honors activities was greatly enhanced by complementary plans for Honors Program cultural events.

D. What plans were not implemented? 
The plan to conduct a student advising satisfaction survey was not implemented because doing so would be redundant and unnecessary.

E. How will assessment results be used for continuous improvement? 
Budgetary demands are always best evaluated by reviewing assessment results, and with increased involvement in travel activities and campus events, the Honors Program will better be able to determine what needs must be addressed in terms of finances and faculty involvement (which, commensurately, often require funding for honoraria). These assessment results also help in determining the materials and manpower needed for more targeted and effective recruitment and retention. For example, the current director of admissions has suggested that the Honors Program director should supplement electronic communications with postal mailings--doing so will increase the need for additional funds but may result in casting a wider, more effective net while recruiting Honors prospects.

IV. Annual Report Section Responses

A. Key Achievements 
Key achievements of the Honors Program during the 2011-2012 academic year include the following: Honors Orientation with information session and early registration. All academic advisors who assisted during Honors Orientation reported great success in registering students using web registration (a feat not replicated among the general student population during the regular Orientation
session) Common Book Experience: *The Immortal Life of Henrietta Lacks* by Rebecca Skloot. All Honors freshmen participated in this reading project and attended lab demonstrations and the Fall Honors Symposium with Dr. Venkat Sharma as guest speaker. 100% of graduating Honors seniors completed all requirements for the Honors Program, earning the designation of Honors Scholar. Over 50% of graduating Honors seniors gained admission into graduate programs in their respective fields. Honors Program members traveled to Nashville, TN, on a cultural excursion that involved tours of cultural, artistic, and historical sites. Six members of the Honors Program served as reading mentors for a Big Read Project in the Sumter County area; this mentorship was part of the events associated with the annual Black Belt Symposium.

**B. Public/Community Service**

Twelve members of the UWA Honors Program participated in the annual nationwide event Read Across America, during which they visited area elementary schools and read to classes. All members of the program contributed to a canned food drive during fall 2012. Six members of the Honors Program served as mentors for area middle-school students in a Big Read project in Sumter County as part of the 2012 UWA Black Belt Symposium, which featured guest speaker Irene Latham, author of the novel *Leaving Gee's Bend*. 
### ANNUAL PLAN

**Goals**
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.

- **Approved**: Yes
- **Remarks**: Editing needed (throughout document).

**Outcomes/Objectives**
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.

- **Approved**: Yes

**Objectives**
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.

- **Approved**: Yes

**Measures**
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.

- **Approved**: Yes

**Achievement Targets**
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.

- **Approved**: Yes
<table>
<thead>
<tr>
<th>Item</th>
<th>Approved</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Findings</strong></td>
<td></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 weakness.</td>
</tr>
<tr>
<td><strong>Action Plans</strong></td>
<td></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). Action plans created in previous cycles have been updated with implementation notes.</td>
</tr>
<tr>
<td><strong>Annual Report</strong></td>
<td></td>
<td>The Annual Report section contains information on key achievements, faculty and/or staff achievements, and community/public.</td>
</tr>
<tr>
<td><strong>Analysis Report</strong></td>
<td></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: July 30, 2012

Received by OIE: [Signature of Coordinator of Planning and Assessment]

Date: 8-10-12